



Student Assessment of Growth and Excellence (SAGE)

SAGE Formative User Guide

2013–2014

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Introduction to SAGE Formative

SAGE Formative is a supplemental curricular system for use by educators and students. Educators can search for educational resources, including student activities and sample lesson plans. In addition to searching for resources, educators can enhance students' learning by creating assignments that focus on standards and benchmarks in Mathematics, English Language Arts (Reading), and Science. Educators can also view individual student and class reports that analyze student performance in SAGE Formative assignments. *Note: In SAGE Formative, school-level users are referred to as "educators." Educators are school-level personnel who are associated with class rosters. For more information, refer to the [Understanding the Educator-Student Relationship in SAGE Formative](#) section in this user guide.*

Students can use SAGE Formative to access assignments created by their educators. After students complete assignments, they can see their raw scores. Students also have the option of browsing resources and creating assignments for themselves.

Understanding this User Guide

This user guide is designed to familiarize educators with SAGE Formative. Information on using this site from the student perspective is also included. Table 1 describes the icons used throughout this user guide.

[Section I. Logging into SAGE Formative: Educators](#) provides instructions on how educators access and log into SAGE Formative.




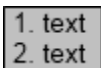
[Section II. SAGE Formative: Educator Site](#) provides an in-depth overview of the features and functions available for educators in SAGE Formative, including how to create and edit assignments and view reports.

[Section III. Logging into SAGE Formative: Student Site](#) provides instructions on how students access and log into SAGE Formative.

[Section IV. SAGE Formative: Student Site](#) provides an in-depth overview of the features and functions available for student-level users in SAGE Formative, including how to access assignments and browse resources.

The **Appendices** provide additional information, including supported systems and browsers and a quick guide for creating assignments.

Table 1: Key Icons and Elements

Icon	Description
	Warning: This symbol accompanies important information regarding actions that may cause errors.
	Caution: This symbol accompanies important information regarding a task.
	Note: This symbol accompanies helpful information or reminders.
	Text that appears in shaded boxes provides instructions relevant to the task described: <ul style="list-style-type: none">• Numbered (ordered) lists provide step-by-step instructions.• Bulleted lists provide instructions that do not need to be performed in a specific order.
[Text]	Text in brackets is used to indicate a clickable link or button.

Additional Resources

This user guide does not provide information about other SAGE systems. User guides and manuals for other systems can be found on the [SAGE portal](http://ut.portal.airast.org) (<http://ut.portal.airast.org>) in the Resources section.

Computer and System Requirements

[Appendix A](#) provides an overview of the basic requirements for SAGE Formative. Appendix A also contains information about downloadable file formats and approved media players for listening to audio files in SAGE Formative.

Complete requirements for all SAGE applications are provided in the *System Requirements* document, which is available on the [SAGE portal](http://ut.portal.airast.org) (<http://ut.portal.airast.org>).

Section I. Logging into SAGE Formative: Educators

To log into SAGE Formative as an educator, you must have an authorized username and password. If you have not yet received your login information, contact your LEA Administrator. If you are an LEA Administrator and do not have your login information, contact the SAGE Help Desk.



Do NOT share your login information with anyone not authorized to access SAGE systems.

1. Open your web browser and navigate to the [SAGE Portal](http://ut.portal.airast.org/) (<http://ut.portal.airast.org/>).
2. Click either [**School/District Testing Coordinators**] or [**Teachers/Test Administrators**].

Figure 1. Portal Buttons



3. Click the [**SAGE Formative**] button. You will be directed to the Common Login System page.

Figure 2. SAGE Formative Button

The Common Login System (CLS) allows users to log into the online systems provided by the American Institutes for Research (AIR). After users log in, they can switch between systems without having to log in and out of each system.



4. Type your username and password in the respective text boxes and click [**Enter**].

After you log in, you will be automatically directed to the SAGE Formative home page for Educators.

Figure 3. CLS Page

Switching Between SAGE Systems (Common Login System)

CLS is designed to ease the login process and simplify navigation between SAGE systems. CLS integrates the following:

- SAGE Testing System (TA Interface) (available February 2014)
- Test Information Distribution Engine (TIDE)
- Online Reporting System (ORS) (available February 2014)
- SAGE Formative
- Test Administrator (TA) Training Site (available December 2013)
- Test Administrator (TA) Certification Course (available December 2013)

Reminder: Access to these systems and their features depends on your user role.

The top left corner of your browser contains a drop-down menu listing the above applications. From the drop-down menu, select the application you want to switch to. You will be directed to the main page for that application and will not have to log in again.

Figure 4. Common Login System: Drop-Down Menu



Section II. SAGE Formative: Educator Site

Navigating SAGE Formative

The landing page for Educators provides access to the four major sections of the site: Browse Resources, View Assignments, View Classes & Students, and View Reports. These sections are also accessible from any page in SAGE Formative by clicking the tabs at the top of the screen. These features are briefly explained in Table 2 and covered in more detail throughout this section.



Note: LEA-level users can only browse resources. School-level users can access all features within SAGE Formative. For additional information, refer to the Understanding the Educator-Student Relationship in SAGE Formative section on the next page.

- To find resources and create assignments, click [**Browse Resources**].
- To access current or previous assignments, click [**View Assignments**].
- To view class (roster) information and student assignments, click [**View Classes & Students**].
- To view reports for classes or individual students, click [**View Reports**].

Figure 5. Educator Site Landing Page



Table 2 provides an overview of the features available to educators who use SAGE Formative.

Table 2. SAGE Formative Features for Educators

Feature	Description
Browse Resources	<ul style="list-style-type: none">• Search for resources and assign resources to students• Mark resources as favorites
View Assignments	<ul style="list-style-type: none">• View active, recently completed, and archived assignments• Track students' progress in assignments• Edit, copy, and delete existing assignments
View Classes & Students	<ul style="list-style-type: none">• View and manage the online classes (rosters) with which you are associated• View assignments for each student
View Reports	<ul style="list-style-type: none">• View assignment summary, benchmark proficiency, and item analysis reports

Understanding the Educator-Student Relationship in SAGE Formative

SAGE Formative depends on educator-student relationships managed via class rosters. These online rosters group students into classes for assignments in SAGE Formative. Each roster must be associated with a school-level user. In SAGE Formative, “educators” are school-level personnel who have been added to TIDE with a School Administrator, School Report Viewer, or Teacher role.

While LEA personnel can access SAGE Formative and browse resources, they cannot create assignments for students or view assignment reports, unless they also have a school-level role and are associated with at least one roster.

About Rosters

The ability to add students to assignments depends on the educator-student relationships managed via class rosters. USOE will upload roster information on a nightly basis, and educators may manage their own rosters.

Educators can view their rosters via the Manage Your Rosters feature in View Classes & Students. Educators can create assignments for all students in a roster, for selected students in a roster, or for a single student. Educators cannot create assignments for students who do not belong to their roster(s).



Only Educators (school-level users) associated with rosters can create and view assignments for the students in their roster(s). Users who are not associated with rosters cannot add students to an assignment. All rosters are associated with a school; therefore, only school-level users can be associated with rosters. Educators cannot view assignments created by other educators, even if they share the same students.



A student can belong to multiple rosters and educators and receive assignments for each roster in which he or she is a member.

- The classes you see on the View Classes & Students page are the rosters for which you are the associated educator.
- If you do not see any classes or students, you have not yet been associated with any rosters. Contact your LEA or School Administrator to have rosters created for you.
- To create additional rosters or modify your rosters, use the Manage Your Rosters feature on the View Classes & Students page.

About User Roles

Any school-level user may be associated with rosters that contain students.

- Educators can modify the class rosters they are associated with as well as create new rosters.
- All school- and LEA-level users may access SAGE Formative and browse resources. However, LEA users cannot create and manage assignments or view student and class reports.
- If an LEA user wants to create assignments, he or she must have a separate school-level login. The name associated with the school-level login must be the “educator” associated with any roster(s).
- If an educator would like to create and manage assignments for students from two or more schools, then that user will need to be associated with each school. For information regarding adding a user to multiple schools, refer to the *TIDE User Guide*, which is available on the SAGE portal.

Browse Resources

The Browse Resources page allows educators to search for English Language Arts, Mathematics, and Science resources, including student activities, lesson plans, and professional development aids.

- Resources are aligned to standards and benchmarks.
- Resources are also categorized by content area, grade level, library, material type, and learning modality. These categories are organized as filter boxes on the search panel.
- Student activities can be added to assignments. Lesson plans and professional development aids are not designed for students and cannot be added to assignments.

Figure 6. Browse Resources Search Panel (With Filters Selected)

The screenshot shows the 'Search for Resources' panel. At the top, it says 'To display all available resources, simply click the [Search] button. To refine your search, select from the filters below and then click [Search]. To remove filters, click the [Reset] button.' Below this are five filter sections: 1. 'Keyword Search (Optional)' with a text input field. 2. 'Content: All' with a dropdown menu showing 'All' and a green checkmark. 3. 'Grade' with buttons for K-12 (KG, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12). 4. 'Material Type' with buttons for 'All Types', 'Lesson Plan', 'Professional Dev. Aid', and 'Student Activity'. 5. 'Learning Modalities' with a grid of buttons: 'All Types', 'Auditory', 'Creative', 'Haptic', 'Intrapersonal', 'Interpersonal', 'Kinesthetic/Proprioceptive', 'Musical', 'Relational', 'Reading', 'Visual', and 'Writing'. The 'All' filter is selected in the 'Content' and 'Library' sections.

Searching for Materials

When browsing resources, you can perform a comprehensive or refined search.

Displaying All Resources

- Click the **[Search]** button without selecting any filters.

Note: By default, the first 25 results will be displayed. If there are more than 25 results, the Search Results will be paginated. Click the [>>] or page number buttons at the top of the page to navigate to more resources.



Searching for Resources by Keyword

- Enter a term, such as “algebra,” into the “Keyword Search” text box and then click **[Search]**. Only those resources that include the entered keyword in the resource name or resource description will display in the search results.

Searching for Specific Resources (Filtered Search)

Table 3 on the next page describes each filter category and its corresponding options.

1. To narrow your search, click the buttons or select options from drop-down lists in the appropriate filter boxes on the Browse Resources page.
2. When you are done, click **[Search]**.

*Note: You can expand or collapse each filter box by clicking the **plus**  or **minus**  button in the upper right corner. Any parameters selected will still apply to the search even when the boxes are collapsed.*

Removing Filters

The selected filters are listed in the “Filtered By” bar above the search results. Filters can be removed before performing a new search.

- To remove a single filter, click the selected filter button so that it is no longer highlighted. In the case of drop-down list filters, select the “All” option from the main drop-down list.
- To remove all filters, click the **[Reset]** button next to the **[Search]** button.

Performing New Searches

You can perform a new search at any time and return to previous searches without needing to reselect your search filters.

SAGE Formative “stores” results of search queries so that you don’t have to repeat the search process. For example, if you do a search for Grade 3 ELA content, then do a search for Grade 4 Mathematics content, you can easily return to the original Grade 3 ELA search results.

To perform a new search:





- To conduct a new search, click **[+ Hide/Show Search Panel]** above “Resources Search Results.”
- Apply the parameters you want to the new search and click **[Search]**.

To return to a previous search:

- In the upper right corner of the Resources Search Results page, click **[Previous]** next to the “Search:” field.
- The page will display the results of the last search you performed in the current session.

*Note: If you performed multiple searches, you can click **[Previous]** multiple times to return to the results you want to view.*

Table 3. Filter Categories and Options

Filter	Options	Description
Keyword Search	User-entered	You can enter any keyword in this field to generate materials that have this word in the resource title or description.
Grade	Grade levels K through 12	Resources are associated with different grade levels. To narrow results, click one or more grades to generate materials associated with the selected grade(s).
Library	All	This category includes information from all library types in the generated results.
	Instructional Support Materials	This library contains lesson plans for educators and instructional materials for students.
	Formative Assessment Items	This library contains individual items that educators can compile into formative assessments to be administered to students via assignments.
Content	English Language Arts (Reading)	<ul style="list-style-type: none"> After you select a content area, another drop-down list will appear immediately below. This list will display available standards for the selected subject. Additional drop-down lists will appear as you refine your search. You can drill down to lower levels within each content hierarchy. <p><i>Note: All available resources are aligned to Utah's standards.</i></p>
	Mathematics Science	
Material Types	 All Types	All material types, including lesson plans, professional development activities, and student activities, are generated.
	 Lesson Plan	Lesson plans are for educators and cannot be assigned to students.
	 Professional Development	Professional development resources are for educators and cannot be assigned to students.
	 Student Activity	<p>The majority of resources available are student activities, and these can be assigned to students. Student Activity resources can contain passages, videos, examples, and/or quizzes.</p> <p><i>Note: Any assignments that contain a Student Activity resource with quiz items will be scored. Educators and students can view the raw score for each resource. Educators can also view reports for these assignments.</i></p>
Learning Modality	Various	<p>Learning modality categories include auditory, creative, haptic/tactile, interpersonal, intrapersonal, kinesthetic/proprioceptive, musical, naturalistic, reading, visual, and writing. (Some resources have multiple learning modalities.)</p> <p><i>Note: Resources without a learning modality category attribute are included in search results.</i></p>



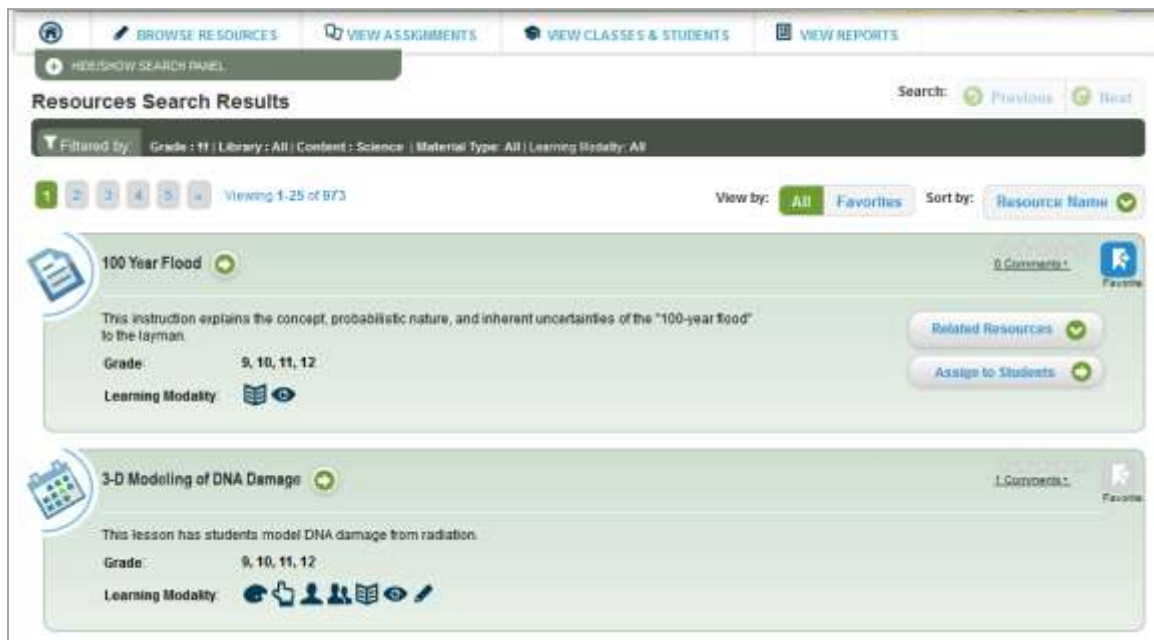
Resources without a specific applied category will be included in search results. For example, resources that do not have a learning modality attribute will be included in search results even when modality filters are applied.

About the Resources Search Results

The Resources Search Results list displays the resource(s) that meet the search parameters you selected. This results section provides you with several options:

- Sorting search results
- Previewing resources
- Marking resources as favorites
- Rating resources
- Viewing related resources
- Adding resources to new or existing assignments

Figure 7. Resources Search Results



Sorting Search Results

By default, resources are listed alphabetically by name. You can also sort resources by their rating.

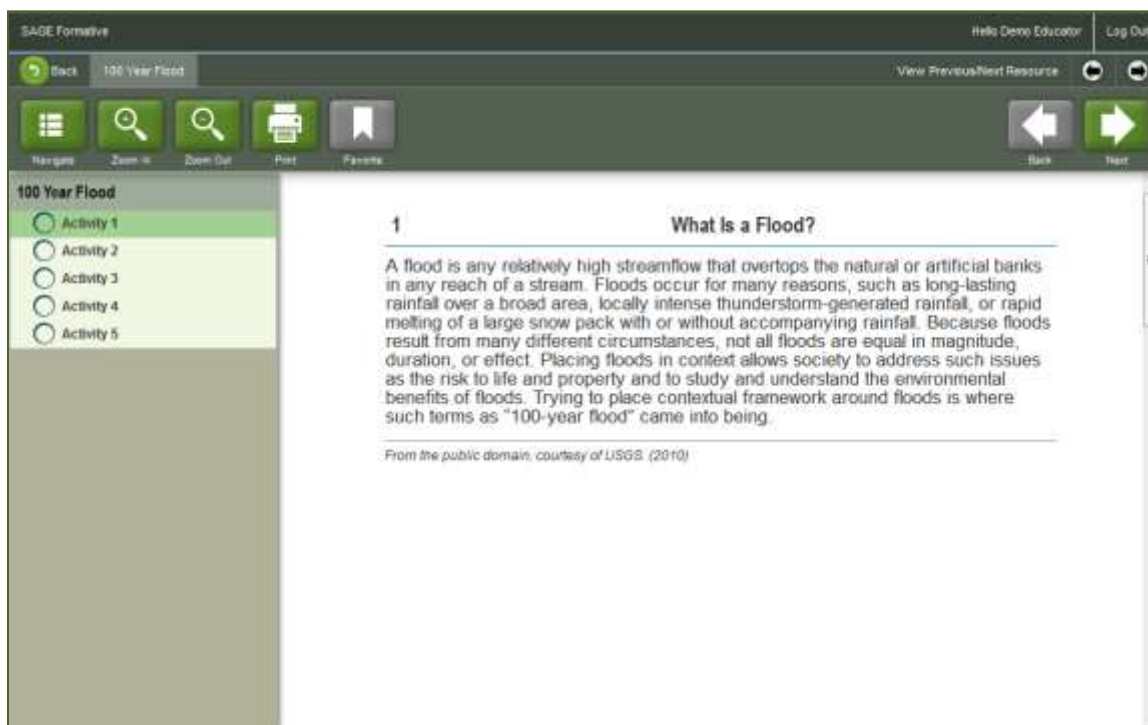
- To view resources by rating, click the “Sort By” menu and select “Rating.” The highest rated resources will be listed first.
- To return to the default view, click the “Sort By” menu and select “Resource Name.”

Note: For more information about ratings, refer to the Rating a Resource section in this user guide.


Previewing Resources

You can preview and navigate through resources to see how they will look to students. You can also use the student tools, mark resources as favorites, and print resources.

Figure 8. Resource Preview Page



Previewing Resources

- On the Resources Search Results page, click the arrow [] button next to the name of the resource. The Resource Preview page will load.

Navigating Through a Resource

- To navigate through the resource preview, use the [Next] and [Back] buttons in the upper right corner of the screen.
- You can also use the navigation pane to navigate through a resource. The navigation pane is displayed on the left of the resource preview and lists all the steps involved in a resource. You can jump to a particular step by clicking it in the navigation pane. To open or close the navigation pane, click the [Navigate] button.
- To exit the resource preview, click the [Back] button in the upper left corner of the page (next to the resource name).



About Navigation Buttons:

- The smaller pair of arrow buttons above the [Next] and [Back] buttons are used to navigate to the other resources.
- Do not use the web browser's navigation buttons, as this could result in a loss of information or accidental sign-out.

Zooming In and Out of Resource Activities

The **[Zoom In]** and **[Zoom Out]** buttons in the upper left corner allow you to increase and decrease the size of the text and images in the resource activities.

- Click the **[Zoom In]** button to increase the magnification of text and images.
- Click the **[Zoom Out]** button to decrease the magnification of text and images and return them to the default size.






Notes:

- You can click the **[Zoom In]** button up to four times to increase the size of text and images. The resource activity titles in the left navigation pane will not change size.
- In some cases, internal vertical and horizontal scroll bars will appear. Use these scroll bars to view all the content in the preview window.

About Audio in Resource Activities


Some activities contain audio. Activities that contain audio will display a speaker button.

- To listen to the accompanying audio, click the speaker  button. The speaker button will change to a stop  button.
- To stop playing the audio, click the stop  button.

Favoriting Resources

- To mark a resource as a favorite, click the **[Favorite]** button. The button will turn blue.

Printing Resources

1. To print a resource, click the **[Print]** button at the top of the screen. A preview page displaying the first page of the resource will open.
2. Click the printer button . Your computer's printer settings window will open.
3. Click **[OK]** to print the resource.



All activities in the resource will be printed automatically. Each activity will appear on its own page. For any activities that contain multimedia (e.g., videos), a box will appear in the appropriate place.

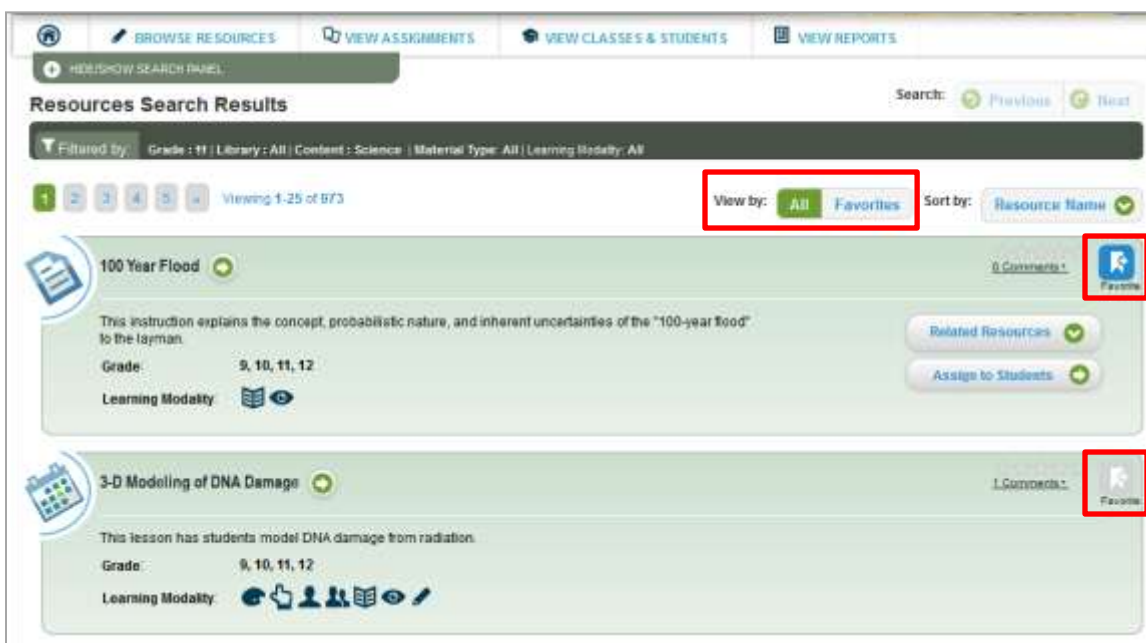
Returning to the Resources Search Results Page

- Click the **[Back]** button in the upper left corner of the page (next to the resource name).

Marking Resources as Favorites and Viewing Favorites

You can mark resources as favorites, which allows you to easily find them later. Resources can be “favorited” from the Resources Search Results page or from the Resource Preview.

Figure 9. Resources Search Results Page



To mark resources as favorites:

- Click the gray [**Favorite**] button in the upper right corner of a resource in the Resources Search Results. The button will turn blue.
- To un-favorite a resource, click the blue [**Favorite**] button again. The button will turn gray.

To view a list of your favorite resources:

- To view a list of only your favorite resources in the search results section, click the [**Favorites**] button next to “View By.” If you have not marked any resources as favorites, no resources will be displayed.
- To view all the resources in the search results, click the [**All**] button next to “View By.”

Rating Resources

You can view ratings and feedback for each resource, as well as provide your own feedback. Each resource displays the average “star” rating that users have selected for the resource. The more gold stars a resource has, the more likely users are to consider it a good resource. *Note: If you have rated a resource, your rating will appear instead of the average rating.*

Each resource also displays the number of comments added. If a resource has no stars and no comments, then no one has rated or provided feedback on the resource.

Figure 10. Resource Review



- To expand and read the reviews section of a resource, click the **[Comments]** link.

Adding Ratings and Comments

You can add your own review of the selected resource.

To add a star rating:

1. Select a star rating by clicking the appropriate star icon. (For example, to select two stars, click the second star from the left. To select four stars, click the fourth star from the left.)

To add a comment about the resource:

1. To expand the Comments box, click the **[Comments]** link.
2. Click the **[Add]** button. A comment text box will open and the **[Add]** button will change to a **[Save]** button.
3. Enter your feedback in the comment text box and/or add a star rating.
4. When you have finished providing your feedback and are ready to submit it, click the **[Save]** button.



If you return to the reviews at a later time, you will have the option to modify your comment and the number of stars selected. Click on a different star to select a different rating, or click the **[Edit]** button in the comments box to change your comment.

Viewing Related Materials

You can also view other resources that are related to a specific resource.

Figure 11. Browse Resources: Related Resources



1. For any resource in the search results, click the [**Related Resources**] button. A list of related categories will appear.
2. Select a category. The Related Resources page will display for the category you selected.

About the Related Resources Page

The Related Resources screen is dynamic and interactive and shows a Progression Network web that includes the selected skills category and its related prerequisite and follow-on skills. Figure 13 shows the selected category in the center—**RI.9-10.10 Comprehend Lit Nonfiction** along with its related skills.

Figure 12. Related Resources



Viewing Related Category Details:

- To view the details for each related category, hover your mouse over the box for that category. The description will appear in a pop-up text box.

Viewing Related Resources:

1. Click a related category box. For example, if you click the **[RI.7.10]** box, the Progression Network web will shift and the selected skills category will move to the center.

Figure 13. Prerequisite Skill



2. To view the resources aligned with the selected skills category, click the **[View Resources]** button. The Resources Search Results page will display and provide the resources aligned with the selected category.

Creating Assignments

You can add a resource to an assignment directly from the Resources Search Results page. Resources can be added to a new assignment or an existing assignment.

Figure 14. Assign to Students Button



- To begin, click the **[Assign to Students]** button in the bottom right corner of a resource. The Add to Assignment page will load.

On the Add to Assignment page, you can choose to add the resource to a new or existing assignment. You can then build the new assignment or edit the details of the existing assignment. You can set up the assignment's name, start date, due date, directions, proficiency level, resources, and assigned students. You can also upload files and add a calculator to the assignment if you wish.

Figure 15. Add to Assignment Page

A screenshot of the 'Add to Assignment' page. At the top, it says 'Add to Assignment'. Below this is a 'Select Assignment' section with a 'Create a New Assignment' button. The main form has several fields: 'Assignment Name' with a placeholder 'Insert Assignment Name', 'Start Date' with a placeholder 'Start Date', 'Due Date' with a placeholder 'End Date', 'Directions' with a placeholder 'Directions for the Assignment', 'Proficiency Level' with a slider from 50% to 75%, 'Select a Calculator (Optional)' with a 'None' button, 'Upload Files (Optional)' with a 'Select File...' button, and 'Uploaded Files' with a message 'No files have been uploaded for this assignment.' At the bottom, there are 'View:' buttons for 'Manage Resources' and 'Manage Assigned Students', and 'Save' and 'Cancel' buttons. The footer says 'SAGE Formative'.


Adding a Resource to a New Assignment

1. By default, the Add to Assignment page displays “Create a New Assignment” as the selected option in the Select Assignment drop-down menu. No action is necessary.
2. In the appropriate fields, enter the assignment’s name, start date, due date, and any instructions for students.
3. You can adjust the proficiency level cut scores. To do so, click and drag the sliders on the Proficiency Level scale. Student scores that fall in the red region should be considered “Not Proficient,” scores in the yellow region should be considered “Needs Improvement,” and scores in the green region should be considered “Proficient.” (By default, assignment proficiency level cut scores are set at 50% and 75%.)
4. *Optional:* Add a calculator to the assignment. You can choose from basic, standard, standard memory, scientific, graphing, matrices, and regressions calculator options.
5. *Optional:* Upload files from your computer. Students can open the files when they access the assignment.
6. To view the assignment’s resources, click the **[Manage Resources]** button. A pop-up window will open, displaying all the resources included in the assignment. You can change the resource order or remove resources from the assignment.
7. To choose which students will receive the assignment, click the **[Manage Assigned Students]** button. Select a roster from the drop-down list in the pop-up window and mark the appropriate checkboxes to assign to students. You can assign individual students or all students in a roster.
8. To finish and assign to students, click **[Save]**. To exit this page without creating the assignment, click **[Cancel]**.



If no rosters or students are displayed, this means that you are not associated with any rosters. You may need to contact your LEA or School Administrator to have rosters created for you. (Reminder: Only school-level personnel can be associated with rosters.)

Adding a Resource to an Existing Assignment

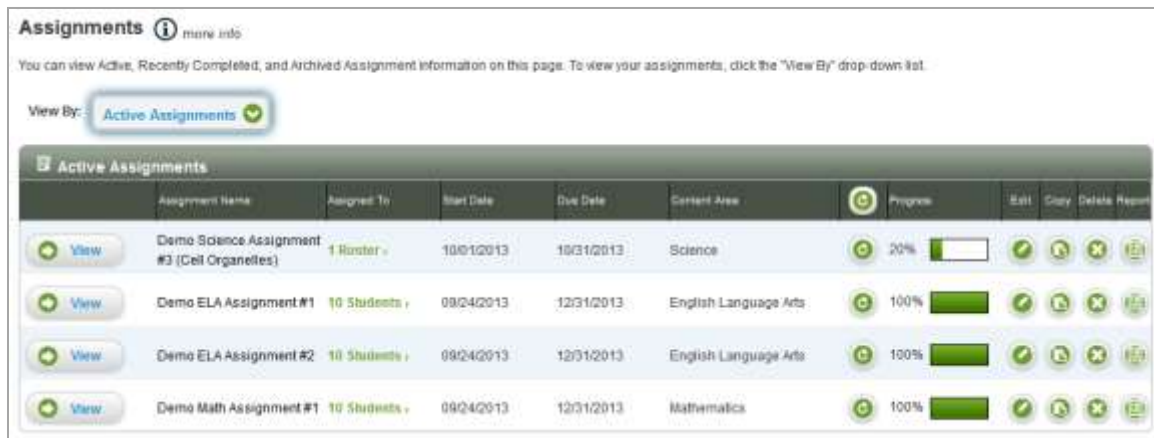
1. On the Add to Assignment page, click the “Select Assignment” drop-down list, and select the assignment that you want to add the resource to.
2. You can edit any of the other parameters of the assignment at this point, including the assignment name, start and end dates, and proficiency level cut scores.
3. *Optional:* Change the calculator option that was selected for the assignment.
4. *Optional:* Upload files from your computer or click the delete [] button next to an uploaded file to remove it.
5. Click the **[Manage Resources]** button to open a pop-up window listing the resources included in the assignment and verify that the new resource appears in this list. You can change the order of the resources in this window.
6. To choose which students will receive the assignment, click the **[Manage Assigned Students]** button. Select a roster from the drop-down list in the pop-up window and mark the appropriate checkboxes to assign to students. You can assign individual students or all students in a roster.
7. To finish and assign to students, click the **[Save]** button. To exit this page without assigning the resource, click **[Cancel]**.

View Assignments

The View Assignments page lists all the assignments you have created and assigned to your students. The assignments are divided into three categories:

- **Active Assignments**—Assignments that have not yet passed the due date. This list also includes assignments that have been created but not yet assigned to any students.
- **Recently Completed Assignments**—Assignments that have recently passed the due date (up to 14 days).
- **Archived Assignments**—All assignments that are more than 14 days past their due date.

Figure 16. View Assignments Page



The screenshot shows the 'View Assignments' page. At the top, there's a header 'Assignments' with a 'more info' link. Below it, a message states: 'You can view Active, Recently Completed, and Archived Assignment information on this page. To view your assignments, click the "View By" drop-down list.' The 'View By' dropdown is set to 'Active Assignments'. Below this is a table titled 'Active Assignments' with columns: Assignment Name, Assigned To, Start Date, Due Date, Content Area, Progress, and Action buttons (Edit, Copy, Delete, Report). The table lists four assignments: 'Demo Science Assignment #3 (Cell Organelles)', 'Demo ELA Assignment #1', 'Demo ELA Assignment #2', and 'Demo Math Assignment #1'. Each row has a 'View' button and a progress bar.

	Assignment Name	Assigned To	Start Date	Due Date	Content Area	Progress	Action
View	Demo Science Assignment #3 (Cell Organelles)	1 Router	10/01/2013	10/31/2013	Science	20%	Edit Copy Delete Report
View	Demo ELA Assignment #1	10 Students	09/24/2013	12/31/2013	English Language Arts	100%	Edit Copy Delete Report
View	Demo ELA Assignment #2	10 Students	09/24/2013	12/31/2013	English Language Arts	100%	Edit Copy Delete Report
View	Demo Math Assignment #1	10 Students	09/24/2013	12/31/2013	Mathematics	100%	Edit Copy Delete Report

- To view one of these assignment types, select the appropriate type of assignment from the “View By” drop-down list. (By default, this page displays active assignments.)



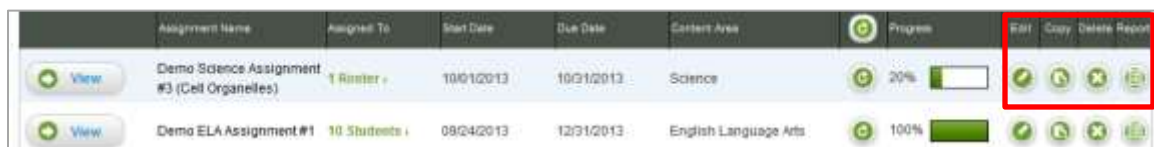
If you have not yet created any assignments or all your assignments have been moved to the Recently Completed Assignments or Archived Assignments tables, this table will not display any assignments.

You can only view assignments you have given to your students. You cannot view assignments that students may have received from other educators. Assignments that your students have created for themselves can be accessed via the View Classes & Students page.

Managing Assignments

You can manage assignments using the action buttons in the assignments table. These buttons allow you to edit, copy, and delete the assignment, and view the reports for the assignment.

Figure 17. Assignment Actions



This screenshot is similar to Figure 16, but a red box highlights the action buttons (Edit, Copy, Delete, Report) for the first assignment, 'Demo Science Assignment #3 (Cell Organelles)'.

	Assignment Name	Assigned To	Start Date	Due Date	Content Area	Progress	Action
View	Demo Science Assignment #3 (Cell Organelles)	1 Router	10/01/2013	10/31/2013	Science	20%	Edit Copy Delete Report
View	Demo ELA Assignment #1	10 Students	09/24/2013	12/31/2013	English Language Arts	100%	Edit Copy Delete Report

More information about these features is available later in this section.

Active Assignments

The Active Assignments table displays the list of all active assignments you have created for your students. Active assignments are those that have not yet reached their due dates.

Figure 18. Active Assignments View

Assignment Name	Assigned To	Start Date	Due Date	Content Area	Progress	Action
Additional Skills Test #1	1 Student	10/09/2013	10/31/2013	English Language Arts	12%	View
Demo Science Assignment #3 (Cell Organelles)	1 Roster	10/01/2013	10/31/2013	Science	3%	View
Demo ELA Assignment #1	10 Students	09/24/2013	12/31/2013	English Language Arts	100%	View
Demo ELA Assignment #2	10 Students	09/24/2013	12/31/2013	English Language Arts	100%	View
Demo Math Assignment #1	10 Students	09/24/2013	12/31/2013	Mathematics	100%	View

The Active Assignments table displays the assignment's name, the number of students/rosters assigned to it, the start and due dates, the content area of the assignment, and the average progress students have made in completing the assignment. Assignments can be sorted by title, start date, end date, and content area. Table 4 provides a description of each column in the Active Assignments table.


By default, the Active Assignments table sorts by Due Date and then by Assignment Name in ascending order. You can also sort this table by a different column or in descending order.





- To sort by one of the columns in this table, click the column header. You can click once for ascending order (A–Z, 1–99) or twice for descending order (Z–A, 99–1). The following columns are sortable:
 - Assignment Name (secondary default), Start Date, Due Date (default), Content Area



Assignments that have a start date in the future will appear in the Active Assignments list with a progress status of "0%." When these assignments become active, the progress bar will be enabled.

Table 4. Active Assignments Column Descriptions

Column	Column Description
Assignment Title	The name given to the assignment when you created it. Click the [View] button next to the assignment title to view the assignment's resources and activities.
Assigned To	The number of rosters or students the assignment is assigned to. Clicking on the number displayed in this column will show the names of the rosters/students the assignment was given to.
Start Date	The date students can begin working on the assignment.
Due Date	The scheduled due date for the assignment (students must complete the assignment by this date).
Content Area	The content area(s) with which the assignment resources are associated.
Refresh 	Click this button to refresh the information in this row. The progress bar will update if students were working on the assignment at the time.

Column	Column Description
Progress	The progress the students have made in completing the assignment. (The percentage is calculated based on the total number of activities completed so far by students. For example, Assignment A has ten activities and is assigned to ten students. If three students have completed all the activities, and one student has completed five activities, then this would reflect 35% (35 out of 100 total activities)).
Edit 	Click this button to open the assignment information and add/remove resources or students, change the due date, edit directions, etc.
Copy 	Click this button to create a copy of the assignment.
Delete 	Click this button to delete the assignment. (Note: This action cannot be undone!)
Report 	Click this button to access the Assignment Summary report for the assignment.

Recently Completed Assignments

The Recently Completed Assignments table displays a list of those assignments that have passed the due date within the last 14 days.





Figure 19. Recently Completed Assignments View

View By: Recently Completed Assignments

Recently Completed Assignments

	Assignment Name	Assigned To	Start Date	Due Date	Content Area	Edit	Copy	Delete	Report
View	Demo Completed Assignment #1	1 Roster	08/21/2013	10/05/2013					
View	Demo Completed Assignment #2	1 Roster	09/21/2013	10/07/2013					
View	Demo Completed Assignment #3	1 Roster	09/21/2013	10/10/2013					

The information in the Recently Completed Assignments table is similar to that of the Active Assignments table, including the name of the assignment, the number of students or rosters to which it was assigned, the start and due dates, and the assignment's content area. You can also edit the assignment, copy it, delete it, and view the assignment report.

- **To view assignment details:** Click the [View] button for that assignment. A pop-up window will appear, displaying the resources in the assignment and any directions provided to the student(s).
- **To edit the assignment:** Click the Edit  button. For information on how to edit assignments, see the [Editing an Assignment](#) section.
- **To copy an assignment:** Click the Copy  button. The Copy Assignment page will load, allowing you to edit and save the assignment copy.
- **To delete an assignment:** Click the Delete  button in the assignment's row. A window will pop up asking you to confirm the deletion. If you click [OK], **this action cannot be undone**, whether the assignment was active, completed, or archived.
- **To view an assignment report:** Click the Report  button for the assignment. The Report widget will load. See the [View Reports](#) section for additional information.

Archived Assignments




The Archived Assignment section displays all assignments that are more than 14 days past their due date. These assignments cannot be edited, but they can be copied.

Figure 20. Archived Assignments



The screenshot shows a web interface for 'Archived Assignments'. At the top, there are filters: 'View By: Archived Assignments' and 'Select School Year: 2013-2014'. Below this is a table with the following columns: Assignment Name, Assigned To, Start Date, Due Date, Content Area, and a set of action buttons (Copy, Delete, Report). The table contains three rows of demo assignments.

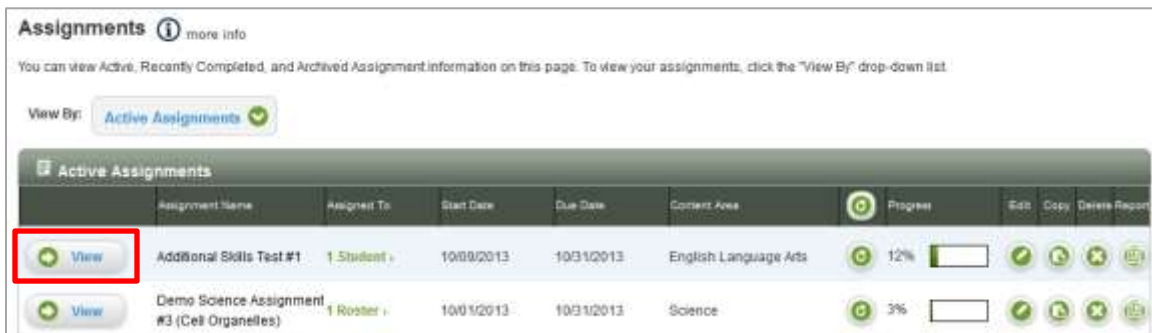
	Assignment Name	Assigned To	Start Date	Due Date	Content Area	Copy	Delete	Report
 View	Demo Archived Assignment #1	1 Roster	09/21/2013	09/30/2013	English Language Arts			
 View	Demo Archived Assignment #2	1 Roster	09/21/2013	09/30/2013	Mathematics			
 View	Demo Archived Assignment #3	1 Roster	09/21/2013	09/30/2013	Science			

- **To view assignment details:** Click the [View] button for that assignment. A pop-up window will appear, displaying the resources in the assignment and any directions provided to the student(s).
- **To copy an assignment:** Click the Copy [] button. The Copy Assignment page will load, allowing you to edit and save the assignment copy.
- **To delete an assignment:** Click the Delete [] button in the assignment's row. A window will pop up asking you to confirm the deletion. If you click [OK], **this action cannot be undone**, whether the assignment was active, completed, or archived.
- **To view an assignment report:** Click the Report [] button for the assignment. The Assignment Summary report for the selected assignment will load. (For more information about reports, refer to the [View Reports](#) section.)

Viewing Assignment Details

You can preview the assignments you created, including resources and any directions you provided.




Figure 21. Assignments Table: Viewing Assignments



Assignments ⓘ more info

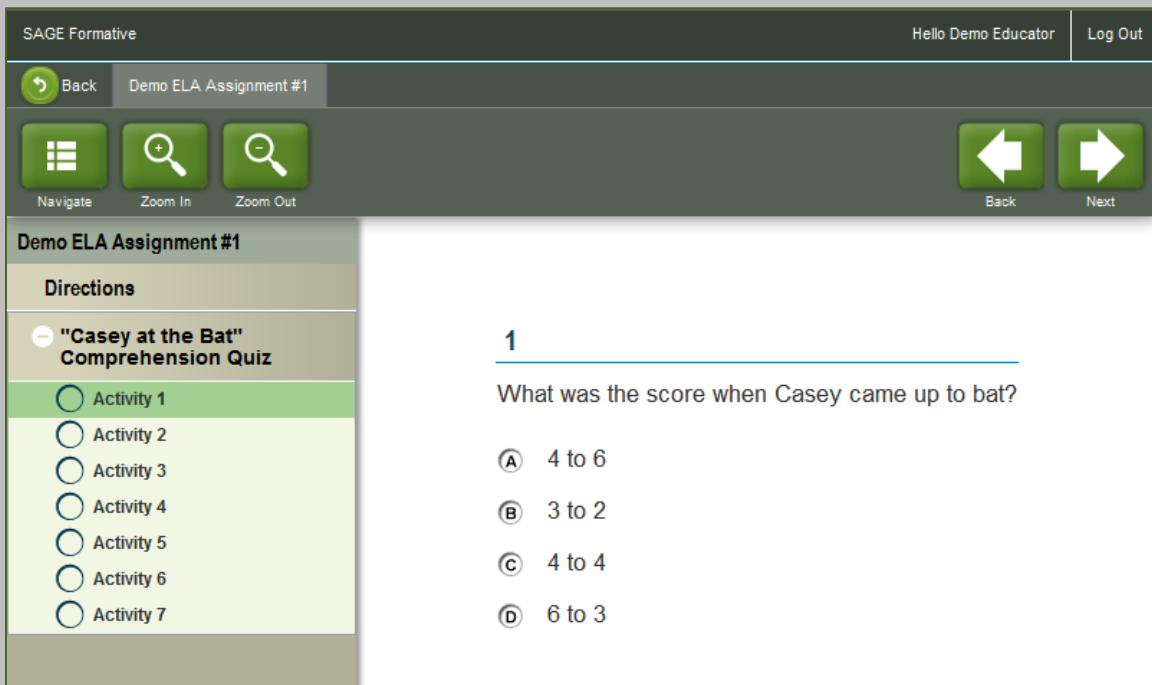
You can view Active, Recently Completed, and Archived Assignment information on this page. To view your assignments, click the "View By" drop-down list.

View By: **Active Assignments** ✓


Active Assignments						
	Assignment Name	Assigned To	Start Date	Due Date	Content Area	Progress
 View	Additional Skills Test #1	1 Student	10/09/2013	10/31/2013	English Language Arts	12% 
 View	Demo Science Assignment #3 (Cell Organelles)	1 Roster	10/01/2013	10/31/2013	Science	3% 






- To open the assignment preview, click the **[View]** button next to an assignment name. This preview will display the resource(s) and activities as they appear to your students.

Figure 22. Assignment Preview



SAGE Formative Hello Demo Educator Log Out

 Back **Demo ELA Assignment #1**

Demo ELA Assignment #1

Directions

"Casey at the Bat" Comprehension Quiz

- ☒ Activity 1
- ☐ Activity 2
- ☐ Activity 3
- ☐ Activity 4
- ☐ Activity 5
- ☐ Activity 6
- ☐ Activity 7

1

What was the score when Casey came up to bat?

- ☐ (A) 4 to 6
- ☐ (B) 3 to 2
- ☐ (C) 4 to 4
- ☐ (D) 6 to 3

- You can open the navigation pane to browse through the assignment activities by clicking **[Navigate]**.
- You can enlarge the text and images with the **[Zoom In]** button and return to the normal view with the **[Zoom Out]** button.

Editing an Assignment

You have the option of editing an active or recently completed assignment. You cannot edit an archived assignment.

Figure 23. Edit Assignment Page


The screenshot shows the 'Edit Assignment' page with the following elements:

- Assignment Name:** Demo ELA Assignment #1
- Start Date:** 2013-09-24
- Due Date:** 2013-12-31
- Directions:** A text area containing 'Directions for the Assignment'.
- Proficiency Level:** A slider bar ranging from 50% to 75%, currently set at 50%.
- Select a Calculator (Optional):** A button labeled 'None' with a green checkmark.
- Upload Files (Optional):** A button labeled 'Select File...' with a green checkmark.
- Uploaded Files:** A text area stating 'No files have been uploaded for this assignment.'
- View:** Two buttons: 'Manage Resources' and 'Manage Assigned Students', both with green checkmarks.
- Buttons:** At the bottom, there are 'Save' and 'Cancel' buttons, both with green checkmarks.

1. To edit an assignment, click the **Edit** [👍] button in that assignment's row. The Edit Assignment page will load. *Note: This page is similar to the Add to Assignment page, except you do not have the option of creating a new assignment here.*
2. On the Edit Assignment page, you can edit any of the fields, including Assignment Name, Start Date, Due Date, Directions, and Proficiency Level.
3. You can also add a calculator, upload a file, and manage resources and students.
4. When you are finished editing, click the [**Save**] button to submit your changes. Click the [**Cancel**] button to undo your changes without saving.

Copying Assignments

You can copy any assignment and then edit its details. To create a copy of an assignment:

1. Click the **Copy** [] button in the row of the assignment you want to copy. The Copy Assignment page will load.
2. Enter a new name for the assignment copy.
3. Edit any assignment details, including the name, start and due dates, directions, proficiency level ranges, resources, and assigned students.
4. You can also edit the files or calculators that may be included in the assignment.
5. To create the new assignment, click [**Save**]. To exit this page without creating the new assignment, click [**Cancel**].



Any changes you make to the assignment copy will not affect the original assignment. Student scores and performance on the assignment copy will be reported separately from the original assignment.

Deleting Assignments

Assignments can also be permanently deleted. Deleted assignments will be removed from SAGE Formative entirely, and no data will be saved.

- To delete an assignment, click the **Delete** [] button in the assignment's row.



If you delete an assignment, whether the assignment was active, completed, or archived, this action cannot be undone. The assignment will no longer be available.




Deleting an assignment will not remove the resources or students that were associated with this assignment. However, you will no longer be able to access the assignment. You will not be able to edit, copy, or view a report for the deleted assignment.

If you delete an active assignment, any students who have started but not finished it at the time of deletion will still be able to view the assignment and their scores for answered questions. Students who have not started the assignment at the time you delete it will not be able to view it at all.

If you delete a completed or archived assignment, it will be removed from the students' completed assignments list.

Assignment Reports

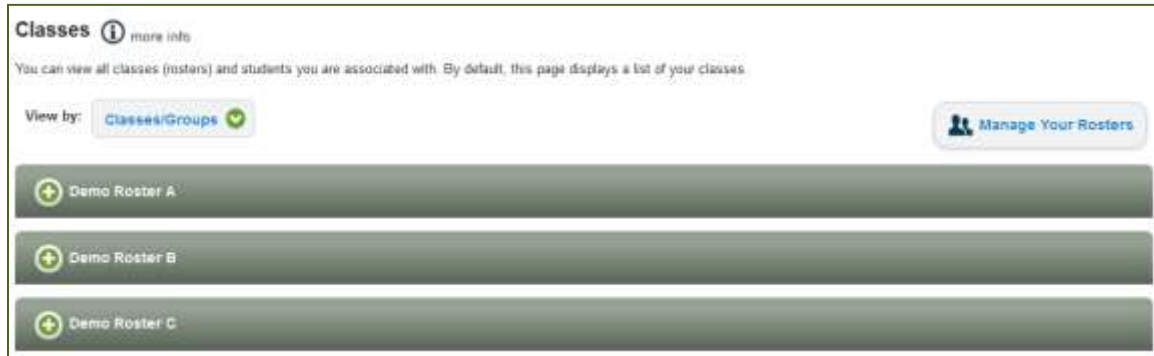
You can view a summary of your students' performance on an assignment by clicking the **Report** [] button in the assignment row. The Assignment Summary report will load. For information about this report and other available reports, see the [View Reports](#) section.

View Classes & Students

Note: This section is available only to school-level users who can be associated with rosters (School Administrators, School Report Viewers, and Teachers).

The View Classes & Students page displays your classes/groups (rosters) and students with which you are associated. By default, this page will display a list of all your rosters. Each class can be expanded to display the students in that roster. You can also view a list of all your students, regardless of their roster association.

Figure 24. View by Classes/Groups Page



- To view your rosters, click the **plus** [+] button next to a class/group name. The section will expand to display the list of students included in that roster. To collapse the selected roster section, click the minus [-] button.
- To view all your students, click the drop-down list next to “View By” and select “Students.”
- To modify your roster(s), click the [**Manage Your Rosters**] button in the upper right corner.



Note: If you do not see any rosters or students, this means that you have not been associated with any rosters. Contact your LEA or School Administrator to have rosters created for you or investigate why your rosters are not appearing.

View by Classes (Rosters)

When you expand the details for a particular roster, the page will display a list of the students currently associated with that roster. You can print a summary of each student's active assignments, reset students' passwords, and view students' assignment lists.

Table 5 provides descriptions of each column in the classes/groups table.

Figure 25. Selected Class Table

First Name	Last Name	SSID	Birth Date	Activities Completed	Recent Activity	Reset Password	View Assignments
Jan	Smith	9990009119	10/22/2002	42/58	10/09/2013		
Jane	Smith	9990009009	11/23/2002	50/85	10/12/2013		
John	Smith	9990009012	8/13/2002	33/58	09/26/2013		
Jonathan	Smith	9990009022	07/04/2002	33/50	09/24/2013		
Mary	Smith	9990009026	03/07/2002	33/50	10/13/2013		



Notes:

- If you do not see any students listed on this page, this means that you have not been associated with any rosters. Contact your LEA or School Administrator and request that rosters be created for you.
- Students who have not yet opened any assignments will not have a date displayed in the "Recent Activity" column.

Table 5. Selected Class Table Column Descriptions

Column	Column Description
First Name	The student's first name.
Last Name	The student's last name.
SSID	The student's state student identification number.
Birth Date	The student's date of birth.
Activities Completed	<p>The number of activities the student has completed out of the total number of activities included in the assignment(s).</p> <p>"Activities" are the individual components of each assignment. For example, if an assignment has three resources included, each with five lessons, five practice questions, and five quiz questions, then the total number of activities for all three resources is 45.</p>
Recent Activity	The latest date that the student had assignment activity in SAGE Formative (e.g., clicking through lessons, sample questions, quiz questions).
Reset Password	Click the refresh button to reset a student's password if it needs to be changed.
View Assignments	Click the arrow button to view information about the student's active and completed assignments, including those they have assigned to themselves.

View Classes: Managing Settings

Educators can print a summary of each student's active assignments, reset students' passwords, and view each student's assignment list.

Print Summary of Active Assignments for Students

This feature allows educators to view and print a printer-friendly summary that shows information for all students in the selected class roster. The summary includes each student's first and last name, SSID, and a list of all currently active assignments given to the student.

Note: This report does not include assignments students may have received from other educators.

1. To print the summary, click the [**Print Summary of Active Assignments for Students**] button. The summary will open in a new browser tab or window. Click the printer icon at the top of the page.
2. A Print window will pop up. Click [**OK**] to print.
3. The information for each student automatically prints on separate pages. This allows you to separate the student summaries and give them to each student.


To change a student's password:

In the event that a student forgets his or her password, you can change it. (*Note: When students first log into SAGE Navigator, they are required to change their password. New passwords must be at least 5 characters long.*)

For more information about students logging into SAGE Formative, refer to Section III, Logging into SAGE Formative: Student Site.

1. Click the [**Reset**] button for the student whose password you need to update.
2. In the pop-up window, click [**OK**] to confirm that you want to reset the student's password.
3. You will be prompted to enter a new password for the student. The student must use the new password to log into SAGE Formative.

To view a student's assignment list:

- Click the **View Assignments** [

View by Students

The All Students table on the View Classes & Students page displays all the students who are assigned to you, regardless of which rosters they belong to. The students are listed alphabetically by last name.

Figure 26. View by Students Page




First Name	Last Name	SSID	Birth Date	Activities Completed	Recent Activity	Reset Password	View Assignments
Jan	Smith	9990009019	10/22/2002	42/58	10/09/2013		
Jane	Smith	9990009009	10/12/2013	50/85	10/12/2013		
John	Smith	9990009012	8/13/2013	33/58	09/26/2013		
Jonathan	Smith	9990009022	07/04/2002	33/50	09/24/2013		
Mary	Smith	9990009026	03/07/2002	33/50	09/24/2013		

To display the list of all your students:

- Select “Students” from the “View by” drop-down list on the View Classes & Students page.

To view a student's assignments:

- Click the **View Assignments**  button for a student. The page allows you to view the active, recently completed, and archived assignments tables. By default, the Active Assignments table will display.

Print Summary of Active Assignments for Students

This feature allows educators to view and print a printer-friendly summary that shows information for all your students. The summary includes each student's first and last name, SSID, and a list of all currently active assignments given to the student.

Note: This report does not include assignments students may have received from other educators.

- To print the summary, click the **[Print Summary of Active Assignments for Students]** button. The summary will open in a new browser tab or window. Click the printer icon at the top of the page.
- A Print window will pop up. Click **[OK]** to print.
- The information for each student automatically prints on separate pages. This allows you to separate the student summaries and give them to each student.

View Student Assignments

You can access a list of assignments for a selected student by clicking the arrow [📄] button in the View Assignments column on either the Class table or Student table. By default, the View Assignments page displays the Active Assignments table for the selected student. This table includes information for each assignment, including the assignment name, the name of the assignment's creator (either you or the student), start and due dates, content areas, and whether or not the assignment contains self-assigned work. For active assignments, a Progress column is also displayed.

Figure 27. Selected Students Page (Active Assignments View)

Jan Smith's Assignments

You can view the active, recently completed, and archived assignments for the selected student. By default, this page displays the student's active assignments.

View By: Active Assignments

Show: All Assignments

Active Assignments

	Assignment Name	Assigned By	Start Date	Due Date	Content Area	Contains Self-assigned work?	Progress
View	Demo ELA Assignment#1	Teacher, Demo	10/03/2013	10/31/2013	English Language Arts	Yes	80%
View	Demo Math Assignment #1	Teacher, Demo	10/04/2013	10/31/2013	English Language Arts	Yes	75%
View	Demo Self-Assignment #1	Smith, Jan	10/04/2013	10/18/2013	Mathematics	Yes	50%



If you do not see any assignments, this means that the student has not yet been added to an assignment.

The “View By” drop-down list allows you to select the types of assignments you want to view: active, recently completed, or archived assignments.

The “Show” drop-down list allows you to view any of the following:

- Assignments you created for the student
- Assignments the student created for himself or herself
- Both assignments you created and assignments the student created (All Assignments)

You cannot view assignments that the student received from other educators.

You can view the student's progress on each active assignment or view scores on his or her recently completed and archived assignments.

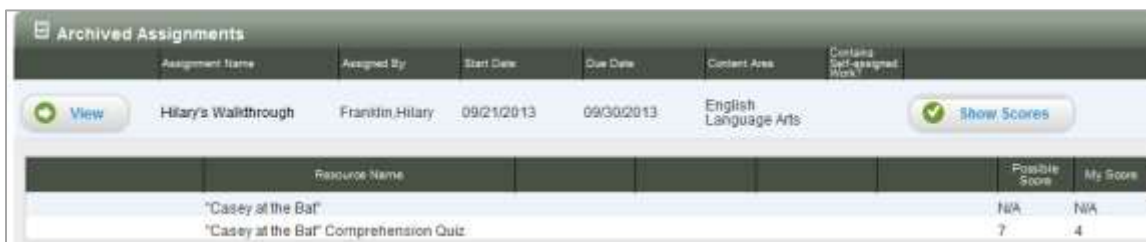
- To see each assignment's resources and activities, click the [View] button for that assignment.

Viewing Assignment Scores

You can view a student's assignment scores for Recently Completed and Archived Assignments.

Table 6 describes the columns on the Student's Assignments page in more detail.

Figure 28. Archived Assignment Scores



Assignment Name	Assigned By	Start Date	Due Date	Content Area	Contains Self-assigned Work?
View Hillary's Walkthrough	Franklin, Hilary	09/21/2013	09/30/2013	English Language Arts	Show Scores

Resource Name	Possible Score	My Score
"Casey at the Bat"	N/A	N/A
"Casey at the Bat" Comprehension Quiz	7	4

- To see how the student did on the assignment, click the **[Show Scores]** button. The assignment row will expand. The assignment section now displays the resource(s) included in an assignment, the maximum score possible for each included resource and the score the student actually earned.
- If the student has not completed the assignment, the My Score column will display "Not Completed."
- To hide the scores section, click the **[Hide Scores]** button.

Table 6. Student Assignments Column Descriptions

Assignment Attribute	Attribute Description
View	Click the [View] button to view the resources and activities included in the assignment.
Assignment Title	The name of the assignment.
Assigned By	The name of the person who created the assignment (either your name or the student's).
Start Date	The date the assignment became active.
Due Date	The scheduled due date for the assignment (students must complete all the activities in the assignment by this date, but they can also submit the assignment at an earlier date).
Content Area	The core subject(s) with which the assignment resources are associated.
Contains Self-Assigned Work?*	If a student added related resources to the assignment and completed activities in the related resource(s), this column will display "Yes."
Progress (Active Assignments)	The progress the student has made in completing the assignment (the percentage of total assignment activities completed). <i>Note: This column only displays for active assignments.</i>
Score (Completed and Archived Assignments)	The student's score (given as a percentage) on the assignment's quizzes. <i>Note: This column only appears for recently completed and archived assignments.</i>

**Students may browse through resources and add additional resources to an assignment, but quiz responses from these activities will not count toward their assignment score. The score on the assignment (and in all reports) will be based only on what the educator assigned.*

Manage Rosters

Educators can edit the rosters that appear on the View Classes & Students page if they wish to change the roster name or the students that belong to it. They can also create new roster groups.

To begin, click the **[Manage Your Rosters]** button on the View Classes & Students page. (This button is visible when viewing rosters.) The Manage Rosters window will appear.

Creating a New Roster

Educators can use the Manage Rosters window to create new rosters for themselves as long as they have a direct relationship to a school and students. These rosters can be used for assignments and reporting.



Educators cannot add students from another school to their roster unless they are associated with that school. Educators cannot create rosters for other educators.

Figure 29. Manage Rosters Window

The screenshot shows the 'Manage Rosters' window. At the top, there's a title bar with a small icon and the text 'Manage Rosters'. Below the title bar, there are two dropdown menus. The first is labeled 'Step 1 :' and has 'DEMO SCHOOL 1' selected. The second is labeled 'Step 2 :' and has a list of options: '- Select ROSTER -', '- Select ROSTER -' (highlighted in blue), '- ADD NEW ROSTER', 'Demo Roster A', and 'Demo Roster B'.

Figure 30. Create New Roster Window

The screenshot shows the 'Manage Rosters' window with the 'Create New Roster' form. At the top, there's a title bar with a small icon and the text 'Manage Rosters'. Below the title bar, there are two input fields: 'Roster Name:' and 'Teacher Name: - Select A Teacher -'. Below these fields, there's a 'Select Grade' section with a grid of checkboxes for grades 01 through 12. Below the grade selection, there are two main sections: 'Available Students' and 'Students in This Roster'. The 'Available Students' section contains a list of students with their names and IDs. The 'Students in This Roster' section is currently empty. Between these two sections, there are two buttons: 'Move In >>' and 'Move Out <<'. At the bottom of the window, there are two buttons: 'Save' and 'Back'.

1. Select the appropriate school name in the “Select Institution” drop-down list. This drop-down list will only display the schools you are associated with. If you are associated with multiple schools, you may only create and manage rosters for one school at a time.
2. Select “Add a Roster” from the Select Roster drop-down list. The Manage Rosters window will load.
3. Enter a name for the group in the Roster Name field.
4. Select your name from the “Educator Name” drop-down list.
5. Mark the checkboxes for all the grade(s) from which you wish to build the roster. The names of all the available students in the selected grades will populate in the Available Students box.
6. Select a student from the Available Students box, then click the **[Move In >>]** button to add that student to the roster. The student’s name will appear in the Students in This Roster box.
 - To select a range of students (inclusive), select the first student you want to move, and then select the last student you want to move while holding down the **[Shift]** key on your keyboard. All students in between the first and last student selected will be highlighted.
 - To select multiple individual students (not in a range), select the first student you want to move, then press the **[Ctrl]** key. Hold down the **[Ctrl]** button as you select multiple students.

Editing an Existing Roster

Educators can edit existing rosters by adding students or removing students.

1. On the Manage Rosters window, select your school's name from the "Select Institution" drop-down list.
2. Select the name of the roster you wish to edit from the "Select Roster" drop-down list. The Edit Roster page will load.
3. *Optional:* You can change the roster's name.
4. *Optional:* You can modify the membership of the roster.
 - To add students to the roster, mark the checkbox for the appropriate grade. The Available Students box will populate with a list of students in that grade.
 - Select each student you want to add to the roster, then click the [**Move In >>**] button. The student(s) you selected should now appear in the Students in This Roster box.
 - To remove a student from the roster, select the student's name in the Students in Roster box, then click the [**<< Move Out**] button. The student should no longer appear in the Students in Roster box.

Deleting a Roster

You can delete a roster. *Note: This will not remove your association with the students in that roster.*

1. On the Manage Rosters window, select your school's name from the "Select Institution" drop-down list.
2. Select the name of the roster you wish to edit from the "Select Roster" drop-down list. The Edit Roster page will load.
3. Click the [**Delete**] button.



Educators cannot create, modify, or delete roster information for other educators.

View Reports

About Formative Reports

Formative reports present assignment performance data at different levels of aggregation (all students, by class (roster), assigned students, and individual student). For example, you can view performance information for a single assignment for all your classes (rosters), for all of your assigned students, for students in a single roster, or for an individual student. You can also view performance information across multiple assignments.



Caution: SAGE Formative reports provide data that can be used to gauge students' achievement on various assignments. However, the data in this system are not to be considered indicative of how students may perform on the SAGE Summative assessments.

This section of the user guide provides information on accessing and understanding the following reports available in SAGE Formative:

- **Assignment Summary Reports**
Assignment Summary Reports provide information on how students performed on the selected assignment(s). You can also view the percentage of students who have not yet started the assignment, as well as the percentage of students who have completed the assignment.
- **Benchmark Proficiency Reports**
Benchmark Proficiency Reports provide information on how students performed on each benchmark associated with the selected assignment(s). By default, the proficiency level cut scores are set at 50% for the low cut and 75% for the high cut. These benchmark proficiency level cut scores are editable by assignment. You can also view each benchmark description and its related prerequisite and follow-on skills, as well as related resources.
- **Item Analysis Reports**
Item Analysis Reports provide information on how students responded to each quiz item included in the selected assignment(s). For multiple-choice items, you can view the percentage of students who selected each response option. For technology-enhanced items, you can view the percentage of students who correctly met each diagnostic condition (rubric-based).

For each report type, you can view data for all your classes (All Classes/Groups), for a single roster, for assigned students only, or for an individual student who received the assignment.

Reports: Getting Started

Formative reports are structured to help educators ask and answer questions they may have about how students performed on a given assignment. Navigation of the system is centered on three main questions:

- **Who?** . . . Who do you want to see data for? All rosters, a single roster, only students given the assignment, or an individual student?
- **What?** . . . What data do you want to view? Assignment results, benchmark results, or item-specific information?
- **When?** . . . At what point in time do you want to view data? Do you want to view performance during a specific window in time? Do you want to view performance on a single assignment? How do you want to handle items not answered or attempted by students?"

When you click [**View Reports**], the main Reports Widget will display. This widget allows you to select the parameters for each available report dimension: Who, What, and When. This widget is also available from within each report.

Table 7 defines each dimension and the available categories and options.

Figure 31. Reports Widget (default view)

The screenshot shows a 'Select Report Settings' dialog box. At the top, there is a title bar with the text 'Select Report Settings:' and a 'more info' link with an information icon. Below the title bar, a instruction reads 'Select a report type and at least one assignment.' The main area contains three rows of selection options:

Dimension	Selected Option	Status
Who	All Students	Selected (green checkmark)
What	Assignment Summary	Selected (green checkmark)
When	Select Dates	Available (no checkmark)

At the bottom left of the dialog is a 'Confirm' button.

Table 7. Report Widget Dimensions (default)

Dimension	Categories/Options	Option Descriptions
Who Are you interested in viewing data for: <ul style="list-style-type: none"> All students (all rosters)? Students in a selected roster? Only those students to whom an assignment was given? An individual student? 	All Students (default)	View all students who have ever been a member of at least one of your rosters. <i>Note: This depends on the date range selected (see the When dimension below).</i>
	Class/Group	These dimensions are available after navigating to a report page. For more information, refer to Navigating between Dimensions and Report Levels .
	Assigned Students	
	Student	
What Are you interested in viewing: <ul style="list-style-type: none"> Overall assignment information (average scores and completion rates)? How students performed on each benchmark in the assignment? The distribution of students' responses for each item in the assignment? 	Assignment Summary (default)	View average and raw scores for the selected assignment, as well as the percentage of students who have completed or not yet started the selected assignment.
	Benchmark Proficiency Report	View proficiency for each benchmark associated with the quiz items on the assignment. You can also view a description of each benchmark and its related prerequisite and follow-on skills, as well as related resources.
	Item Analysis Report	View a summary for each quiz item on the selected assignment(s). You can view each item and the distribution of student responses.
When (Select Dates) For what point in time do you want to view data? <ul style="list-style-type: none"> Do you want to view performance for a specific window in time? Do you want to view performance on a single assignment? How do you want to handle items not answered or attempted by students? 	Find Assignments That Have: <ul style="list-style-type: none"> A start date in the selected date range (default) A due date in the selected date range Start and due dates in the selected date range 	This category is used to filter the list of assignments available for selection.
	Select Assignments: (varies by educator)	Select at least one assignment. <i>Note: If multiple assignments are selected, the report will display each one side by side.</i>
	Incomplete Assignment Settings: <ul style="list-style-type: none"> Exclude incomplete assignments Include all assignments but ignore unanswered questions Include all assignments and score unanswered questions as zero 	This category is used to tell SAGE Formative how to handle assignments that were not wholly completed by students. The report selected will be based on the selected setting.

Generating a Report

To generate a report from the main View Reports page, follow the instructions below.

Figure 32. Reports Widget (When Dimension View Selected)

The figure consists of two side-by-side screenshots of a web-based 'Reports Widget'.
The left screenshot shows the 'Select Report Settings:' panel. It has a header with a 'more info' link. Below the header, it says 'Select a report type and at least one assignment.' There are three rows: 'Who' with a dropdown menu showing 'All Students' and a green checkmark; 'What' with a dropdown menu showing 'Assignment Summary' and a green checkmark; and 'When' with a dropdown menu showing 'Select Dates' (this text is highlighted with a red rectangular box). At the bottom is a 'Confirm' button.
The right screenshot shows the 'Find Assignments That Have:' panel. It has a header with a 'more info' link. Below the header, it says 'Select a report type and at least one assignment.' There is a 'Find Assignments That Have:' section with a dropdown menu showing 'A start...' and a green checkmark, followed by two date input boxes containing '2013-09-01' and '2014-06-22'. Below this is a 'Select Assignment(s):' section with a 'select all' link and a list of assignments with checkboxes: 'Additional Skills Test #1', 'Demo ELA Assignment #1', and 'Demo ELA Assignment #2'. At the bottom is an 'Incomplete Assignment Settings:' section with two radio buttons: 'Exclude incomplete assignments' (selected) and 'Include all assignments but ignore unanswered questions'. At the very bottom are 'Back' and 'Confirm' buttons.

1. Confirm that “All Students” from the Who dimension drop-down list is selected.
2. Select a report type from the What dimension drop-down list.
3. Click [**Select Dates**].
 - a. Select the start category you want from the “Start” drop-down list.
 - b. Click in each date box to select the start and/or due date range. The first box is the beginning date, and the second box is the end date.

(By default, the date range will display the first and last date for the current school year. [For 2013–2014, the start date is the day that SAGE Formative became available.])
 - c. Click the checkbox for the assignment(s) you want to include in the report.

Note: You may select multiple assignments if you wish to compare the data across assignments. To do so, click the checkbox for each assignment, or click [**Select All**].
 - d. Select a setting for incomplete assignments.
4. When you have finished, click [**Confirm**]. The selected report page will load.

Reports Layout and Features

All reports are in table format. These reports also have a Query bar that displays the parameters you selected.

Figure 33. Sample Assignment Summary Report Screen for a Selected Assignment

Assignment Summary ⓘ more info
Assignment Summary reports provide information on how students performed on the selected assignment(s). This report is available for all your classes (All Classes/Groups), for a single roster (Roster Name), or for individual students (Student Name) who received the assignment.

Query: Assignment Summary | All Classes/Groups | 2013-09-01 - 2014-06-22 | Selected Assignments | Include all assignments but ignore unanswered questions

Class/Group	#	Demo ELA Assignment #1 (Active)					Demo ELA		
		Students Assigned	% Not Started	% Completed	Average Score	% Of Students in Each Proficiency Level	Students Assigned	% Not Started	% Completed
All Students	36	16	38%	63%	80%	<div><div></div></div>	16	38%	63%
Assigned Students	10	16	38%	63%	80%	<div><div></div></div>	16	38%	63%
Demo Roster A	20	10	38%	63%	80%	<div><div></div></div>	10	38%	63%
Demo Roster B	10	6	38%	63%	81%	<div><div></div></div>	6	38%	63%

Navigating between Dimensions and Report Levels

On any report page, you can change the parameters of the selected report, including the Who, What, and When dimensions. (Reminder: By default, all reports display data for All Classes/Groups).

Figure 34. Query Bar in Reports

Query: Assignment Summary | All Classes/Groups | 2013-06-01 - 2014-06-22 | Selected Assignments | Include all assignments but ignore unanswered questions

Students Assigned
Demo Roster A
Demo Roster B

To change only the Who dimension of the selected report:

- In the Query bar, click the drop-down button next to the report name (this may say “All Students”). The report page will automatically update to the selected Who category.
- If you select a roster, a second drop-down list will appear to the right that says “All Students.”
 - To select an individual student and view only his or her performance data, click [All Students] and then select that student from the list.

To change other parameters:

1. Click the magnifying glass icon [🔍] in either the Query bar or next to a name in the left column.
2. In the Report Widget, select the parameter(s) you want to change. *Note: The Who dimension drop-down list will now display all available options.*
3. Click [Confirm] to continue with your selection. The page will update based on the selected parameters.

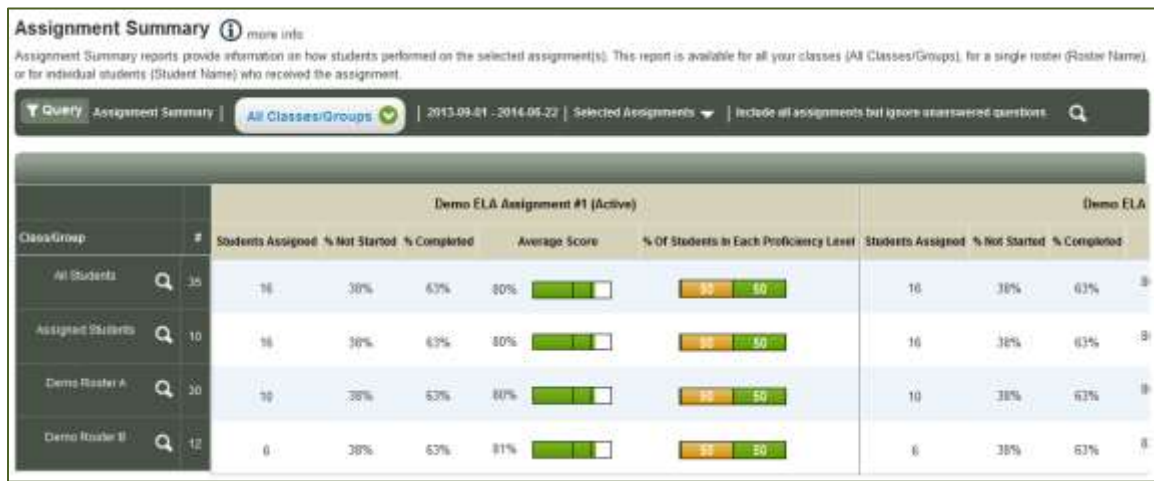


Important: Use the Report Widget to navigate back to the original report that you generated. You can access the widget by clicking the magnifying glass icon in the Query bar. **Do not use your browser's back button.**

Assignment Summary Reports

Assignment Summary reports provide overall assignment information (average scores and completion rates) for the selected assignment(s).

Figure 35. Sample Assignment Summary Report (All Classes/Groups View)



You can view assignment information for all your rosters, for a single roster, for assigned students, or for individual students who received the assignment.

You can also view the number of students given the assignment, the percentage of those students who have not yet started the assignment, and the percentage who have completed the assignment.

- The Query bar displays the selections from the Report Widget.
- By default, Assignment Summary Reports displays performance data for All Classes/Groups.

Note: If unanswered questions are excluded or scored as zero, this will affect the data shown.



Important: Use the Report Widget to navigate back to the original report that you generated. You can access the widget by clicking the magnifying glass icon in the Query bar. **Do not use your browser's back button.**

Assignment Summary Reports for All Classes/Groups

By default, the Assignment Summary Report table displays aggregated data for all students who have ever been a member of at least one of your rosters in the current school year. At least three rows of data are initially visible:

- All Students
- Assigned Students
- Roster *(Note: If you have more than one roster, a row for each roster will appear)*

Table 8 provides a description of each column in the default Assignment Summary report.

Table 8. Assignment Summary Report Column Descriptions (All Students/Classes/Groups)

Column	Description
Class/Group	This column displays the group(s) included in the report.
#	<p>This column displays the total number of students ever associated with the category in the Class/Group column during the current school year.</p> <p>For example, if Demo Roster A is displayed, and it initially had 15 students, but was later modified to have only 10 students, then “15” will still display.</p>
Assigned Students	<p>The column displays the number of students for each class or group who were given the selected assignment.</p> <p><i>This number does not indicate whether students completed the assignment.</i></p>
% Not Started	This column displays the percentage of assigned students who have not yet started the assignment.
% Completed	This column displays the percentage of assigned students who have completed the assignment.
Average Score*	<p>This column displays the average score earned on the assignment.</p> <ul style="list-style-type: none"> • The percent indicates the average percent score • The proficiency level bar displays the cut scores selected when you created the assignment. The color reflects the percentage score displayed and the corresponding proficiency level category (Not Proficient, Needs Improvement, or Proficient). <p><i>Note: If you want to change the assignment cut score levels, you must edit the assignment. (For information, see the Editing an Assignment section.)</i></p>
% of Students in Each Proficiency Level	<p>This column displays the percentage of students whose scores fell in each of the three proficiency level ranges: Not Proficient (red), Needs Improvement (yellow), and Proficient (green).</p> <p><i>Reminder: Proficiency level ranges were set when you created the assignment.</i></p>

Assignment Summary Reports for Rosters, Assigned Students, or Individual Students

If you change your report to display a roster, assigned students, or an individual student, the Assignment Summary Report will display four data columns per assignment instead of six, and display the student(s) associated with the roster and/or assignment.

Table 9 provides an overview of the columns available for rosters, assigned students, and individual students.

Figure 36. Sample Assignment Summary Report (Roster View)

Student Names	Demo ELA Assignment #1 (Active)			Demo ELA Assignment #2 (Active)		
	Raw Score	% Completed	Date Completed	Raw Score	% Completed	Date Completed
Demo Roster A	80%	100%	10/02/2013	80%	100%	10/02/2013
Smith, Jan	66%	100%	09/24/2013	67%	100%	09/24/2013
Smith, Jane	100%	100%	09/24/2013	100%	100%	09/24/2013
Smith, John	71%	100%	09/24/2013	100%	100%	09/24/2013
Smith, Jonathan	71%	100%	09/24/2013	67%	100%	09/24/2013

Table 9. Assignment Summary Column Descriptions (Roster/Assigned Students/Individual Students)

Column	Description
Student Names	This column displays the student(s) included in the report.
Raw Score	This column displays raw score data for the student(s) and group(s) in the report. <ul style="list-style-type: none"> For groups, this column displays the average raw score earned by the students in the selected group. For each student listed, this displays the student's actual earned raw score.
% Completed	<ul style="list-style-type: none"> For groups, this column displays the average percentage of assignment activities that were completed by students. For individual students, this column will display how much of the assignment was completed. If viewing by roster, "N/A" will be displayed for any students not given the assignment.
Date Completed	This column displays the date that each student completed the assignment. For students who did not complete the assignment, "N/A" will appear.

Understanding Average Scores

The average score is the calculated average of the sum total of each included student's percentage. This average percentage is based on the following factors:

- The number of students given the assignment
- The number of students who started or completed the assignment
- The number of activities answered by each student who started or completed the assignment
- The point value of each quiz activity
- The number of students who answered each quiz activity correctly
- The setting you selected for handling incomplete assignments:
 - Exclude incomplete assignments
 - Include incomplete assignments but ignore unanswered questions
 - Include incomplete assignments and score unanswered questions as zero

Example:

"Demo Assignment #1" has five quiz activities. This assignment was given to four students. Of the four students, three completed the assignment. Of those three, two students answered every activity correctly (5 out of 5), and one answered only three activities correctly (3 out of 5). The student who did not complete the entire assignment answered four of the five activities, but only two of the answers were correct. Each activity is worth one (1) point, for a total of five (5) possible points for the assignment.

Exclude Incomplete Assignments

Score Calculation		Sample Assignment Summary Report Display				
Student 1	5/5 = 100%		Demo Assignment #1 (Active)			
Student 2	5/5 = 100%					
Student 3	3/5 = 60%					
Student 4	N/A (excluded)					
Calculation	((100*2)+(60*1))/3					
Demo Roster %	87%					

Ignore Unanswered Questions

Score Calculation		Sample Assignment Summary Report Display																																			
Student 1	5/5 = 100%	<table><tr><th colspan="4">Demo Assignment #1 (Active)</th></tr><tr><th>Student Names</th><th></th><th>Raw Score</th><th>% Completed</th><th>Date Completed</th></tr><tr><td>Demo Roster A</td><td>🔍</td><td>78% <div><div></div></div></td><td>95%</td><td>N/A</td></tr><tr><td>Student 1</td><td>🔍</td><td>100% <div><div></div></div><div>5/5</div></td><td>100%</td><td>09/24/2013</td></tr><tr><td>Student 2</td><td>🔍</td><td>100% <div><div></div></div><div>5/5</div></td><td>100%</td><td>09/24/2013</td></tr><tr><td>Student 3</td><td>🔍</td><td>60% <div><div></div></div><div>3/5</div></td><td>100%</td><td>09/24/2013</td></tr><tr><td>Student 4</td><td>🔍</td><td>50% <div><div></div></div><div>2/4</div></td><td>80%</td><td>N/A</td></tr></table>	Demo Assignment #1 (Active)				Student Names		Raw Score	% Completed	Date Completed	Demo Roster A	🔍	78% <div><div></div></div>	95%	N/A	Student 1	🔍	100% <div><div></div></div> <div>5/5</div>	100%	09/24/2013	Student 2	🔍	100% <div><div></div></div> <div>5/5</div>	100%	09/24/2013	Student 3	🔍	60% <div><div></div></div> <div>3/5</div>	100%	09/24/2013	Student 4	🔍	50% <div><div></div></div> <div>2/4</div>	80%	N/A	
Demo Assignment #1 (Active)																																					
Student Names			Raw Score	% Completed	Date Completed																																
Demo Roster A	🔍		78% <div><div></div></div>	95%	N/A																																
Student 1	🔍		100% <div><div></div></div> <div>5/5</div>	100%	09/24/2013																																
Student 2	🔍		100% <div><div></div></div> <div>5/5</div>	100%	09/24/2013																																
Student 3	🔍		60% <div><div></div></div> <div>3/5</div>	100%	09/24/2013																																
Student 4	🔍	50% <div><div></div></div> <div>2/4</div>	80%	N/A																																	
Student 2	5/5 = 100%																																				
Student 3	3/5 = 60%																																				
Student 4	2/4 = 50% (unanswered activity ignored)																																				
Calculation	((100*2)+(60*1)+(50*1))/4																																				
Demo Roster %	78%																																				

Score Unanswered Questions as Zero

Score Calculation		Sample Assignment Summary Report Display				
Student 1	5/5 = 100%		Demo Assignment #1 (Active)			
Student 2	5/5 = 100%		Student Names	Raw Score	% Completed	Date Completed
Student 3	3/5 = 60%		Demo Roster A	75% <div><div></div><div></div><div></div><div></div><div></div></div>	95%	N/A
Student 4	2/5 = 40% (unanswered and incorrect items scored as 0)		Student 1	100% <div><div></div><div></div><div></div><div></div><div></div></div> <div>5/5</div>	100%	09/24/2013
Calculation	((100*2)+(60*1)+(40*1))/4		Student 2	100% <div><div></div><div></div><div></div><div></div><div></div></div> <div>5/5</div>	100%	09/24/2013
Demo Roster %	75%		Student 3	60% <div><div></div><div></div><div></div><div></div><div></div></div> <div>3/5</div>	100%	09/24/2013
			Student 4	40% <div><div></div><div></div><div></div><div></div><div></div></div> <div>2/5</div>	80%	09/24/2013

Benchmark Proficiency Reports

Benchmark Proficiency Reports provide information on students' proficiency for each benchmark associated with the selected assignment(s). These reports display students' benchmark proficiency based on their response to activities. Activities can be aligned to one or more benchmarks.

Figure 37. Sample Benchmark Proficiency Report



The proficiency level for each benchmark depends on three factors:

- The number of activities in the selected assignment(s) associated with the benchmark.
 - If multiple assignments were selected for the report, and each assignment has activities aligned to a single benchmark, then the student's response to each activity will factor into the overall proficiency level for that benchmark.
- The student's response to each activity.
- The default proficiency level cut scores for benchmarks are:
 - Low cut score: 50%
 - High cut score: 75%

Note: If you wish, you can edit the cut scores for each benchmark in your report. For more information, refer to the [Editing Benchmark Proficiency Levels](#) section.

You can view benchmark proficiency data for all your classes, for a single roster, for assigned students, or for individual students who received the assignment. You can also view information about each benchmark, including its prerequisite and follow-on skills.

- The Query bar displays the selections from the Report Widget.
- By default, Benchmark Proficiency Reports displays proficiency level data for All Classes/Groups.

Note: If unanswered questions are excluded or scored as zero, this will affect the data shown.



Important: Use the Report Widget to navigate back to the original report that you generated. You can access the widget by clicking the magnifying glass icon in the Query bar. **Do not use your browser's back button.**

Benchmark Proficiency Reports for All Classes/Groups

By default, the Benchmark Proficiency Report table displays aggregated data for all students who have ever been a member of at least one of your rosters. At least three rows of data are initially visible:

- All Students
- Assigned Students
- Roster (*Note: If you have more than one roster, a row for each roster will appear*)

Figure 38. Sample Benchmark Proficiency Report (All Classes/Groups View)



Table 10 provides a description of each column in the default Benchmark Proficiency report.

Table 10. Benchmark Proficiency Report Column Descriptions (All Students/Classes/Groups)

Column	Description
Class/Group	This column displays the group(s) included in the report.
Benchmark(s)	<p>Each benchmark column header displays the benchmark name and its descriptive name (e.g., L.3.3a, Words/phrases for effect).</p> <p>Each benchmark column displays a percentage score and the corresponding proficiency level category.</p> <ul style="list-style-type: none"> • The percentage score represents the total earned points out of the total possible points on each item aligned to the benchmark for each student who started or completed the assignment. This score is also computed based on the settings for incomplete assignments. • The proficiency level bar displays the cut scores selected when you created the assignment. You can change the cut scores for each benchmark (see the Editing Benchmark Proficiency Levels section). The color reflects the percentage score displayed and the corresponding proficiency level category (Not Proficient, Needs Improvement, or Proficient).

Benchmark Proficiency Reports for Rosters, Assigned Students, or Individual Students

If you change your report to display a roster, assigned students, or an individual student, the Benchmark Proficiency Report will display information for students.

Figure 39. Sample Benchmark Proficiency Report (Roster View)



Table 11. Benchmark Proficiency Report Column Descriptions (Roster/Assigned Students/Individual Students)

Column	Description
Student Names	This column displays the selected roster and its associated students
Benchmark(s)	<p>Each benchmark column header displays the benchmark name and its descriptive name (e.g., L.3.3a, Words/phrases for effect).</p> <p>For Rosters/Groups (Assigned Students):</p> <p>Each benchmark column displays a percentage score and the corresponding proficiency level category.</p> <ul style="list-style-type: none"> The percentage score represents the total earned points out of the total possible points on each item aligned to the benchmark for each student who started or completed the assignment. This score is also computed based on the settings for incomplete assignments. The proficiency level bar displays the cut scores selected when you created the assignment. You can change the cut scores for each benchmark (see the Editing Benchmark Proficiency Levels section). The color reflects the percentage score displayed and the corresponding proficiency level category (Not Proficient, Needs Improvement, or Proficient). <p>For Individual Students:</p> <p>Each benchmark column displays a percentage score and the corresponding proficiency level category, as well as a raw score. The raw score displays the total points earned out of the total possible points for all items in the assignment that were aligned to the benchmark.</p> <p><i>Note: This raw score is also dependent on the selected settings for incomplete assignments.</i></p>

Understanding Benchmark Percentages

The benchmark percentage is the calculated average of the sum total of each included student's percentage. This average percentage is based on the following factors:





- The number of students given the assignment
- The number of students who completed the assignment
- The number of items on the assignment(s) aligned to the benchmark
- The point value of each item
- The number of students who answered each item correctly
- The setting you selected for handling incomplete assignments:
 - Exclude incomplete assignments
 - Include incomplete assignments but ignore unanswered questions
 - Include incomplete assignments and score unanswered questions as zero

Example:






(Note: This example uses the same Demo Assignment #1 as discussed in the Assignment Summary section.)

"Demo Assignment #1" has five quiz items aligned to "Benchmark A." This assignment was given to four students. Of the four students, three completed the assignment. Of those three, two students answered every item correctly (5 out of 5), and one answered only three items correctly (3 out of 5). The student who did not complete the entire assignment answered four of the five questions, but only two of the answers were correct. Each item is worth one (1) point, for a total of five (5) possible points for the benchmark.






Exclude Incomplete Assignments

Score Calculation		Sample Benchmark Proficiency Report Display	
Student 1	5/5 = 100%	<div> <div>Student Names</div> <div>Demo Roster A</div> <div>Student 1</div> <div>Student 2</div> <div>Student 3</div> <div>Student 4</div> </div>	<div>Benchmark A</div> <div>(Demo Benchmark)</div> <div>87% </div> <div>100% </div> <div>100% </div> <div>60% </div> <div>N/A</div>
Student 2	5/5 = 100%		
Student 3	3/5 = 60%		
Student 4	N/A (excluded)		
Calculation	$((100*2)+(60*1))/3$		
Demo Roster %	87%		

Ignore Unanswered Questions

Score Calculation		Sample Benchmark Proficiency Report Display	
Student 1	5/5 = 100%	<div> <div>Student Names</div> <div> <div>Demo Roster A</div> <div>Student 1</div> <div>Student 2</div> <div>Student 3</div> <div>Student 4</div> </div> </div>	<div>Benchmark A</div> <div>(Demo Benchmark)</div> <div>78% </div>
Student 2	5/5 = 100%		<div>100% </div> <div>5/5</div>
Student 3	3/5 = 60%		<div>100% </div> <div>5/5</div>
Student 4	2/4 = 50% (unanswered items ignored)		<div>60% </div> <div>3/5</div>
Calculation	$((100*2)+(60*1)+(50*1))/4$		<div>50% </div> <div>2/4</div>
Demo Roster %	78%		

Score Unanswered Questions as Zero

Score Calculation		Sample Benchmark Proficiency Report Display	
Student 1	5/5 = 100%	<div> <div>Student Names</div> <div> <div>Demo Roster A</div> <div>Student 1</div> <div>Student 2</div> <div>Student 3</div> <div>Student 4</div> </div> </div>	<div>Benchmark A</div> <div>(Demo Benchmark)</div> <div>75% </div>
Student 2	5/5 = 100%		<div>100% </div> <div>5/5</div>
Student 3	3/5 = 60%		<div>100% </div> <div>5/5</div>
Student 4	2/5 = 40% (unanswered and incorrect items scored as 0)		<div>60% </div> <div>3/5</div>
Calculation	$((100*2)+(60*1)+(40*1))/4$		<div>40% </div> <div>2/5</div>
Demo Roster %	75%		

Viewing Benchmark Information and Editing Proficiency Levels

In addition to viewing benchmark proficiency, you can also view information about each benchmark, including its full description and related prerequisite and follow-on skills in the Progression Network (Related Standards).

Figure 40. Sample Benchmark Proficiency Report (Header Row)

L.3.3a (Words/phrases For Effect)	RL.3.3 (Describe Characters)	RL.4.1 (Explain/draw Inferences)	RL.4.10 (Comprehend Literature)	RL.4.3 (Character/setting/events)
--------------------------------------	---------------------------------	-------------------------------------	------------------------------------	--------------------------------------

Viewing Benchmark Information and Related Standards

You can view the description of the selected benchmark and its direct prerequisite and follow-on skills. You can also view resources aligned with the benchmark. The functionality on this Related Standards page is the same as when viewing related resources from the Browse Resources page, with one major addition: You can also edit the proficiency level cut scores for the selected benchmark/skill.

Accessing the Related Standards page:

- On the Benchmark Proficiency Report page, click a Benchmark Name (e.g., **L.3.3a**). The Related Standards page will load (see Figure 41 below).
 - The selected benchmark appears in the center, and will be red, green, or orange depending on the average proficiency level (based on the report filter you were viewing). You will also see the average proficiency percentage.

Figure 41. Progression Network (Related Standards)



Editing Benchmark Proficiency Levels

You can edit the selected benchmark's proficiency levels (cut scores) without affecting the overall assignment proficiency level cut scores.

- On the Related Standards page, the selected benchmark is in the center of the Progression Network (see Figure 41 on the previous page). In this section, click **[Edit Benchmarks]**. The Edit Benchmarks window will open.

Figure 42. Edit Benchmark Proficiency Levels Window

Assignment Name	Benchmark Proficiency Ranges	Possible Points (And Proportion Of Total Score)	Not Applicable
Demo Assignment A	50 [Bar: Red to Yellow] 75	5 (31%)	
Demo Assignment B	50 [Bar: Red to Yellow] 75	4 (25%)	
Demo Assignment C	50 [Bar: Red to Yellow] 75	3 (19%)	
Demo Assignment D	50 [Bar: Red to Yellow] 75	4 (25%)	

Note: By default, the benchmark proficiency level cut scores are set at 50% and 75%.

Understanding the Edit Benchmarks Window

The Edit Benchmarks window displays each assignment included in the Benchmark Report that has at least one item aligned with the selected benchmark. This window also displays the proficiency level range for each assignment, the total points possible, and the proportion of each assignment's contribution to the overall benchmark total. Table 12 below shows how the Possible Points/Proportion of Total Score column is calculated based on the below example.

Example:

You have four assignments with a total of 13 items across assignments aligned to the selected benchmark. The total number of points possible across those items is 16 points.


Table 12. Calculating the Possible Points (Proportion of Total Score) Column in the Edit Benchmarks Window

Assignment	# of Items and Weight	Total Possible Points	Proportion of Total Score
Assignment A	5 items (1 point each)	5	31% (5/16)
Assignment B	2 items (2 points each)	4	25% (4/16)
Assignment C	3 items (1 point each)	3	19% (3/16)
Assignment D	3 items (two 1 point each and one 2 points)	4	25% (4/16)
Total	13 items	16 points	100%

To edit the benchmark proficiency levels:

- Click and drag the sliders up and down the scale. The number in the left (low cut) and right (high cut) text boxes will update automatically. (You can also edit the numbers in the text boxes.)

To reset the benchmark proficiency levels to the default settings:

- For an individual assignment, click the reset button (in the fourth column) in that row.
- For all assignments, click the **reset** [] button in the column header.

To exclude an assignment from the calculation of the overall benchmark proficiency:

1. Click the checkbox in the “Not Applicable” column for that assignment.
2. Click the **reset** button for that assignment. The “Total Points (Proportion of Total Score)” column will update and exclude the selected assignment(s).



Notes:

- You can edit the benchmark proficiency levels independently for each assignment displayed on this window.
- The changes you make on this window do NOT affect the overall assignment proficiency level cut scores.
- Changes made on this page will be reflected on the Benchmark Proficiency Reports page.

Item Analysis Reports

Item Analysis Reports provide information on how students responded to each quiz item included in the selected assignment.

As with the Assignment Summary and Benchmark Proficiency Reports, you can view item analysis data for all your classes, for a single roster, for assigned students, or for an individual student who received the assignment.



Reminder: The data displayed for Item Analysis reports will depend on the selection for handling incomplete assignments (e.g., whether you elected to score incomplete activities as zero).

Item Analysis Reports for All Classes/Groups, Assigned Students, and Individual Rosters

By default, the Item Analysis Report displays each selected assignment in a row. Table 13 below defines each column in the default view.

Figure 43. Sample Item Analysis Report (Default)

View Assignment Details	Show Item Analysis	Assignment Name	Due Date	Score
View	+	Demo Math Assignment #1	12/31/2013	76%
View	+	Demo Math Assignment #2	12/31/2013	79%

Table 13. Default Item Analysis Report Table (Classes/Group/Assigned Students/Roster view)

Column	Description
View Assignment Details	This column displays a [View] button for each assignment included in the report. To view the actual assignment and item information, click [View]. For more information, refer to the View Assignment Details section of this user guide.
View Item Analysis	This column displays a plus [+] button for each assignment included in the report. To expand the assignment section and view the item analysis breakdown, click this plus [+] button.
Assignment Title	This column displays the name of the assignment.
Due Date	This column displays the scheduled due date for the assignment.
Score	This column displays the group's average percentage score for the assignment.

Table 14 below defines each column in the selected Assignment Item Analysis table.

Figure 44. Sample Item Analysis Report (View Item Analysis)

Portfolio					
View Assignment Details	Show Item Analysis	Assignment Name	Due Date	Score	
View	+	Demo Math Assignment #1	12/31/2013	75%	
View	-	Demo Math Assignment #2	12/31/2013	70%	
Item	# Of Students Responded	Diagnostic Conditions	% Of Students	% Of Assigned	Standards
1	10	A	10%	10%	SEE 2c, 5.OA.1
		B	90%	90%	
		C	0%	0%	
		D	0%	0%	
2	10	A	90%	90%	SEE 2c, 5.OA.1
		B	10%	10%	
		C	0%	0%	
		D	0%	0%	

Table 14. View Item Analysis Column Descriptions

Column	Description
Item	The activity item number in the assignment.
# of Students Responded	The number of students in the group who responded to the item.
Diagnostic Conditions	For multiple-choice items, this column will display the answer options (A, B, C, or D). The answer option highlighted is the correct answer. For technology-enhanced items (e.g., hot spot, equation, grid), this column will display the criteria required for a correct answer.
% of Students	The percentage of students in the group who selected each answer option or met each diagnostic criterion for an item.
% of Assigned	The percentage all students within the state who selected each answer option or met each diagnostic criterion for an item. (Note: This column allows you to compare your students' average against the overall average of all students who took an assignment that contained this resource item.)
Standards	The benchmark code(s) associated with the item.

View Assignment Details for All Classes/Groups, Individual Rosters, or Assigned Students

The View Assignment Details section in the Item Analysis Report allows you to view all the resource activities in an assignment, the overall analysis of each activity, the actual activity item, and the raw item score analysis.

Figure 45. Sample Item Analysis Report: View Assignment Details Page for Roster

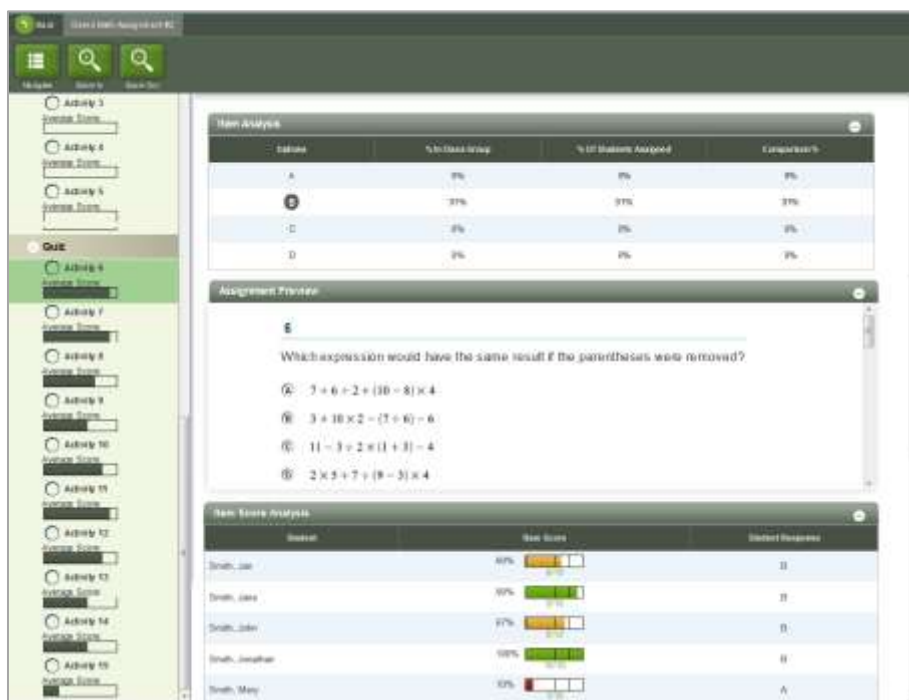


Table 15. Item Analysis Table (All Classes/Groups, Individual Roster, or Assigned Students)

Column	Description
Options	For multiple-choice items, this column will display the answer options (A, B, C, or D). The answer option highlighted is the correct answer. For technology-enhanced items (e.g., hot spot, equation, or grid item), this column will display the criteria required for a correct answer.
% in Class Group	The percentage of students* who chose each answer option or diagnostic criteria. *Students in a class group are those students who have ever been in one of your rosters, regardless of current membership.
% of Students Assigned	The percentage of assigned students who chose each answer option or diagnostic criteria.
Comparison %	The percentage of all students in the state who chose each answer option or diagnostic criteria.

Table 16. Item Score Analysis Table (All Classes/Groups, Individual Roster, or Assigned Students)

Column	Description
Student	The name of each student in the report who was given the assignment and who responded to the activity.
Raw Score	The student's overall raw score (and percentage) for the assignment.
Student Response	The student's response to the selected activity item.

View Assignment Details for Individual Student

The View Assignment Details feature in the Item Analysis Report allows you to view all the resource activities in an assignment, the overall analysis for each item, the actual activity item, and the raw item score analysis.

Figure 46. Sample Item Analysis Report: View Assignment Details Page for Selected Student

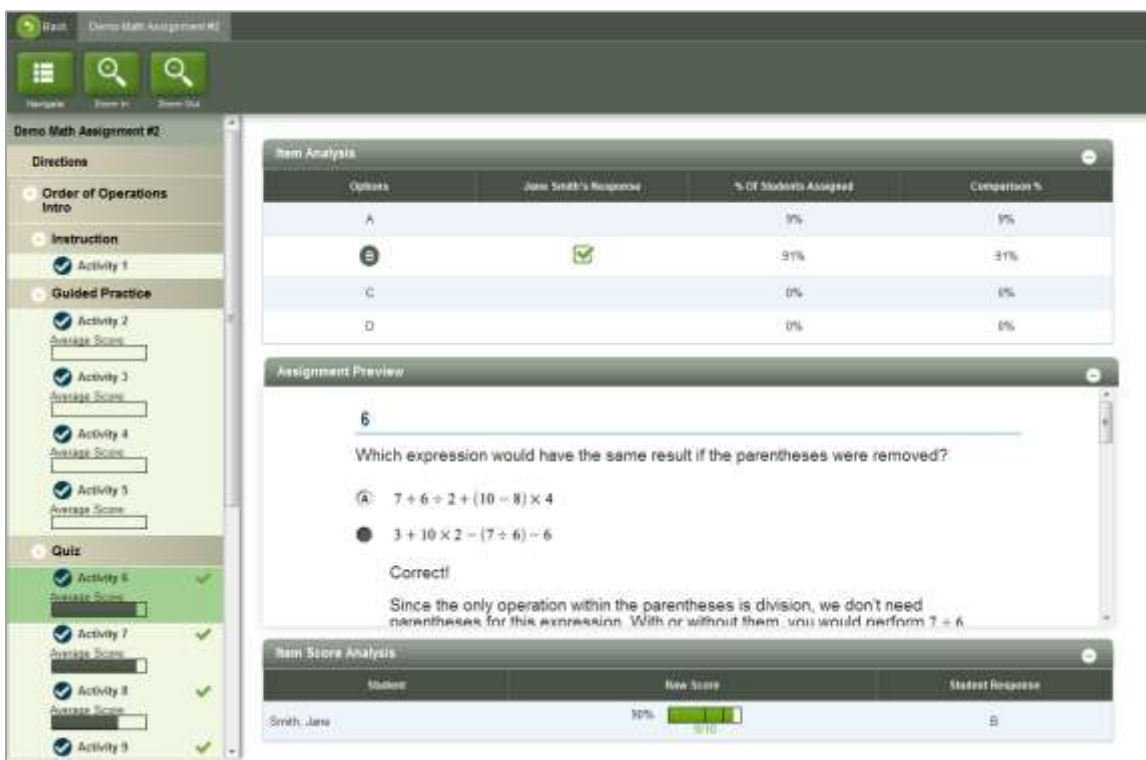


Table 17. Item Analysis Table (Individual Student)

Column	Description
Options	For multiple-choice items, this column will display the answer options (A, B, C, or D). The answer option highlighted is the correct answer. For technology-enhanced items (e.g., hot spot, equation, grid), this column will display the criteria required for a correct answer.
Student's Response	The student's response to the activity.
% of Students Assigned	The percentage of assigned students who chose each answer option or diagnostic criteria.
Comparison %	The percentage of all students in the state who chose each answer option or diagnostic criteria.

Table 18. Item Score Analysis Table (Individual Student)

Column	Description
Student	The name of the student.
Raw Score	The student's overall raw score (and percentage) for the assignment.
Student Response	The student's response to the selected activity item.

Section III. Logging into SAGE Formative: Student Site

Students can access SAGE Formative through the [SAGE Assessments portal](http://ut.portal.airast.org/) (<http://ut.portal.airast.org/>).

Student Login

1. Open your web browser and navigate to the [SAGE Portal](http://ut.portal.airast.org/) (<http://ut.portal.airast.org/>).
2. Click [**Students and Families**].

Figure 47. Student and Families Portal Button



3. Click the [**SAGE Formative**] button. Students will be directed to the login page.

Figure 48. SAGE Formative Button



4. Students must log in using their SAGE login (SSID).

Note: Students who log in for the first time must also enter their ten-digit SSID into the password field. Upon logging in, they will be prompted to change their password. The new password must be at least five characters in length. (If a student's SSID is less than ten digits, then zeros must be entered at the beginning to make it ten digits long; e.g., 0009999981.)

Figure 49. Students Login

A screenshot of a web browser showing the 'STUDENTS' login page. The page has a dark green header with a book icon and the word 'STUDENTS'. Below the header, there are two input fields: 'SAGE Login (SSID)' and 'Password'. Below these fields is a blue 'Enter' button with a green checkmark icon to its right.

Educators can also view students' names and SSID numbers in SAGE Formative by going to the View Classes & Students page.

In order to log in, students' records must exist in TIDE. TIDE is populated via a file provided to AIR by USOE. If a student cannot log in, check TIDE to ensure that this student exists in the system, and that the student entered his or her information as displayed.

If a student does not exist in TIDE, the school's staff member responsible for inputting student information into Utah's Student Information System must enter this information using the school's normal procedures for updating information. The student will be able to log in after TIDE is updated.

Section IV. SAGE Formative: Student Site

SAGE Formative allows students to access the assignments they are required to complete. Students can start and finish assignments at any time, as long as the assignments are completed by their due dates. Students can view their scores for completed assignments and create assignments for themselves.

Student Site Home Page/My Assignments

When students log in, the first page they see is the My Assignments page. By default, My Assignments shows students their active assignments. They can also view their recently completed and archived assignments.

- Active assignments are those that have not yet reached the due date.
- Recently completed assignments are those that have recently passed the due date (up to 14 days).
- Archived assignments are those that are more than 14 days past the due date.

Figure 50. Student Home Page/My Assignments



- By default, the My Assignments displays currently active assignments. To view recently completed or archived assignments, students can click the “View by” drop-down list and select the option they want.
- Students can also filter their assignments view using the “Show” drop-down list. Options include:
 - Assignments created by their educator(s)
 - Assignments they created for themselves
 - All assignments

Returning to the My Assignments Page

There are multiple ways a student can return to the home page.

- When students are viewing an assignment, they can return to their My Assignments page at any time by clicking the **[Back]** button at the top left corner of the page.
- When students are browsing resources, they can return to the My Assignments page by clicking the **[View Assignments]** tab at the top of the page.



If the student returns to the home page before completing an assignment, that assignment will be paused. The student can resume the assignment at any time before the due date. Any answers selected are automatically saved.



Do not use the web browser's navigation buttons to return to the home page.

Active Assignments

The Active Assignments table includes all assignments that have not been completed (submitted) and not yet reached their due date. The Active Assignments table displays the following information for each assignment:

- The assignment name
- The name of the person who assigned it (either the student or an educator)
- The start date
- The due date
- The content area(s)
- A progress bar that shows students their assignment completion status

Students can view assignments their educators assigned and assignments they assigned to themselves. Once an assignment is completed (submitted), it will automatically be transferred to the Recently Completed Assignments table.

Opening Assignments

- To begin a new assignment, click the [**Start**] button.
- To continue an assignment, click the [**Continue**] button.
- To review an assignment that is completed but not yet submitted, click the [**Review**] button.

Filtering the Assignments Table

Students can also filter the assignments table to show only those assignments created by their teacher(s) or only self-created assignments. The “Show” drop-down list appears above the table in the right corner.

- To view only assignments created by teachers, select “Assignments My Teacher Created.”
- To view only self-created assignments, select “Assignments I Created.”
- To return to the default view and display all assignments, select “All Assignments.”

Recently Completed Assignments and Archived Assignments

Students can change the assignments table to view recently completed assignments or archived assignments.

- The **Recently Completed Assignments** table displays the following assignments:
 - Assignments that are completed and have not yet reached the due date
 - Assignments that are completed and are within 14 days past the due date
 - Assignments that are not completed but are within 14 days past the due date
- The **Archived Assignments** table displays the following assignments:
 - All assignments that are more than 14 days past the due date

For each recently completed or archived assignment, the table displays the assignment name, assignment creator, start date, due date, and content area.

Figure 51. Recently Completed Assignments

Recently Completed Assignments						
	Assignment Name	Assigned By	Start Date	Due Date	Content Area	Overall Score
View	Practice Assignment	Mrs. Smith	09/23/2013	09/30/2013	Science	75%
View	Reading Assignment	Mr. Smith	09/01/2013	10/08/2013	English Language Arts	100%
View	Algebra Info	Dr. Smith	10/07/2013	10/08/2013	Mathematics	Not Available

- To display the Recently Completed Assignments or Archived Assignments table, select the desired option from the “View By” drop-down list.
- To view an assignment, click the [**View**] button for that assignment. The assignment will load, showing the resources and all activities. Some quiz activities provide feedback about the answer the student selected.
- To exit the assignment and return to “My Assignments,” click the [**Back**] button in the upper left corner.
- To view the breakdown of scores for each assignment, click the [**Show Scores**] button. The assignment panel will expand to show how many items the student answered correctly and what the maximum possible score was for each resource quiz activity (see Figure 52 below).



Students will not be able to change their answers to any practice or quiz activities in completed or archived assignments. A student's activity answers are final once the assignment is completed (either completed by the student or past the due date).

Figure 52. Assignment Score Panel

Recently Completed Assignments

Assignment Name	Assigned By	Start Date	Due Date	Content Area	Overall Score
Practice Assignment	Mrs. Smith	09/23/2013	09/30/2013	Science	75%

View

Hide Scores

Resource Name	Possible Score	My Score
Cell Organelles	4	3

The Assignment Score panel displays the student's score (based on how many activities he or she answered correctly) and the maximum possible score (based on all quiz activities) for each resource included in the assignment. Any activities that the student did not respond to will be scored as zero.

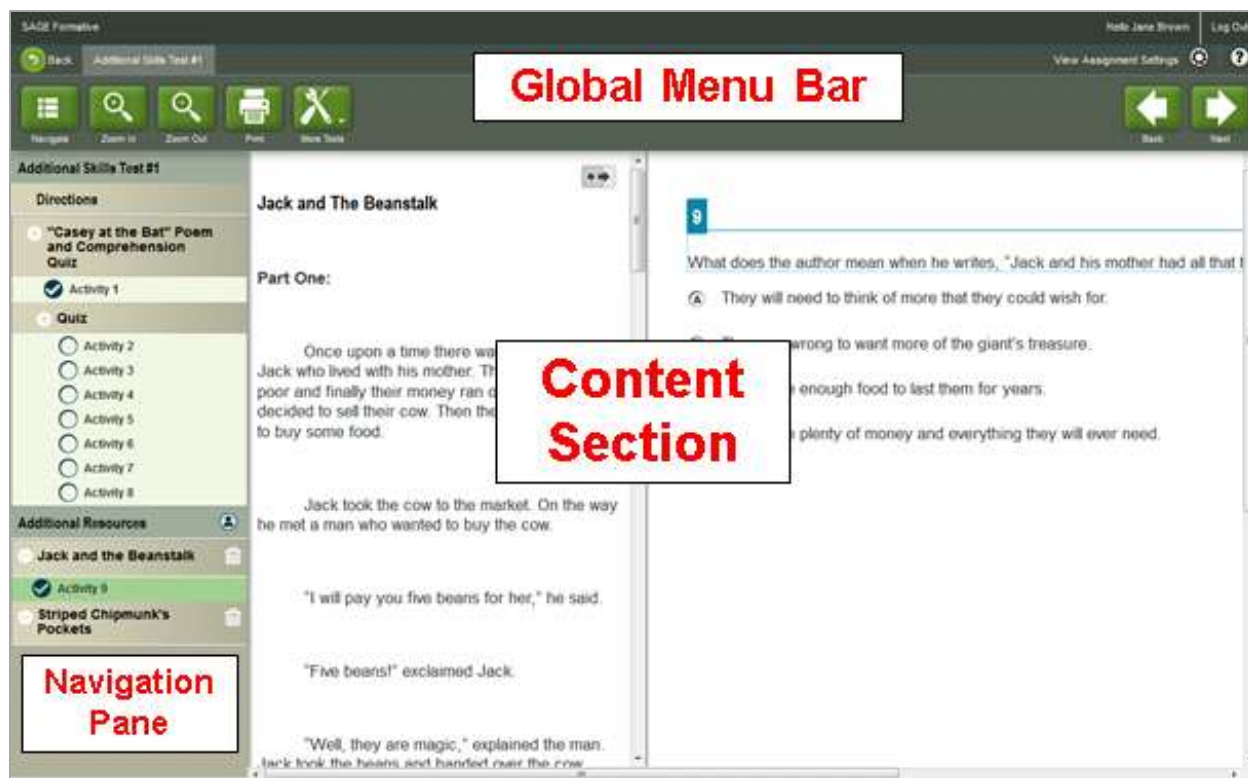
Understanding the Assignment Layout and Available Tools

This section is designed to familiarize users with how assignments look. It describes what students see and the tools they have access to. This section should address common questions educators and students may have.

Assignment Layout

This sample image from an assignment shows the primary features and tools available to students.

Figure 53. Sample Assignment View



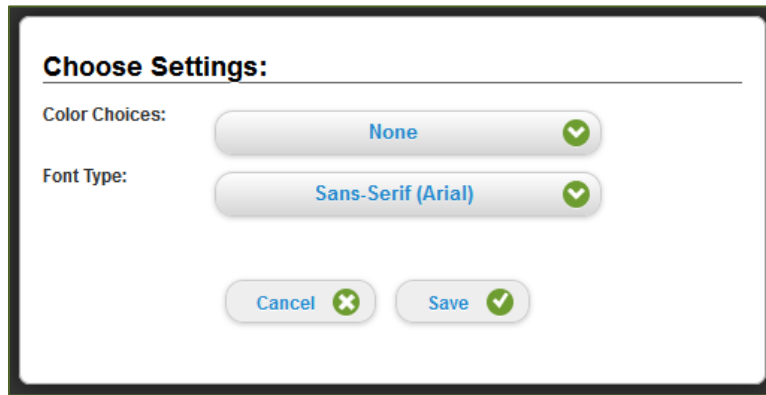
There are three major areas of an Assignment's layout:

- **Global Menu bar** (contains navigation buttons and provides access to assignment tools, settings, and related resources)
- **Navigation Pane** (displays a list of all resources and activities in the assignment)
- **Content Section** (displays activity content, such as passages, videos, examples, and quiz items)

Assignment Settings

Students can also change the color and font type used in the assignment via “View Assignment Settings.” Please note that these settings apply only to the Content Section and not to the Global Menu bar or Navigation Pane.

Figure 54. Modify Settings Window



To modify assignment settings:

- Click the **View Assignment Settings** [⚙️] button in the upper right corner of the screen. The Choose Settings window will open.
 - To change the color setting, select the desired option from the “Color Choices” drop-down list. (Available options are listed below in Table 19.)
 - To change the font style, select from the “Font Type” drop-down list. Options include:
 - Sans-Serif (Arial) (*default*), Serif (Times), and Verdana
- Click [**Save**] to apply the changes or click [**Cancel**] to return to the assignment without saving the changes.

Table 19. Color Choice Options

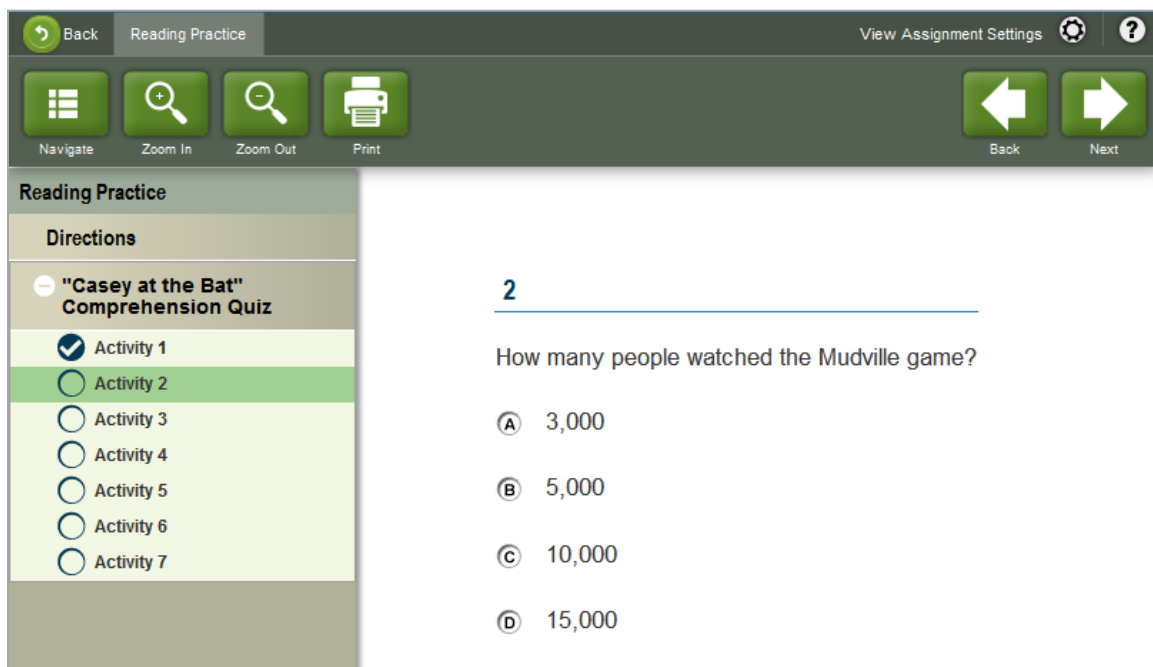
Color Choice Option	Description
None (default)	Black text on white background
Yellow	Black text on yellow background
Blue	Black text on blue (aqua) background
Light Yellow	Black text on light yellow background
Light Blue	Black text on light blue (pale aqua) background
Magenta	Black text on pink background
Light Magenta	Black text on light pink background
Gray	Black text on gray background
Light Gray	Black text on light gray background
Green	Black text on green background
Light Green	Black text on light green background
Yellow on Blue	Bright yellow text on royal blue background

Color Choice Option	Description
Inverted (White on Black)	Reverse contrast (white text on black background)
White on Navy	White text on navy blue background
Medium Gray on Light Gray	Medium gray text on light gray background

Progressing Through an Assignment

Each assignment has at least one resource included. Students must progress through all resource activities in order to complete the assignment successfully. Student can use either the **[Next]** or **[Back]** buttons or the Navigation Pane to proceed through activities.

Figure 55. Sample Assignment Page



Navigating Through an Assignment

- To move to the next page in the assignment, click the **[Next]** arrow button at the top right corner of the assignment page.
- To go back to a previous page, click the **[Back]** arrow button at the top right corner of the assignment page. Students can change answers to questions in active assignments that are not yet completed (submitted).
- Students can also navigate through the assignment using the navigation pane on the left. Click on a resource name or section to expand it. Click on an activity number to jump directly to that page.

Assignment Tools

This section provides information about the assignment tools available to all students.

Global Menu Tools

Global tools are available via buttons in the top bar (global menu).

Global Tool	Description
Navigate button (Navigation pane)	The [Navigate] button allows students to open and close the left-hand navigation pane. Closing the pane allows students to have more window space for any passages and items they are viewing. By default, the navigation pane is open.
Zoom buttons	Click the [Zoom In] and [Zoom Out] buttons in the top row to enlarge or shrink the font and images.
Print	If a resource can be printed in accordance with copyright laws, a [Print] button will be available.
More Tools (Calculator)	This button opens an expanded section that allows students to access multiple additional tools, such as a calculator. The following calculators are available: <ul style="list-style-type: none">Basic, Standard, StandardMem, Graphing, Scientific, Matrices, Regression <i>Note: This button will appear only if additional tools have been added to the assignment.</i>
[?]	Students may add additional skills to the assignment at any time. These additional skills do not impact the resources assigned to the student by the educator.

Closing the Navigation Pane

- Click **[Navigate]** to close the navigation pane.
- Click **[Navigate]** again to open the navigation pane.

Zooming

- To zoom in and make the text larger, click **[Zoom In]**.
- To zoom out and make the text and images smaller (return to the default size), click **[Zoom Out]**.

Printing Resource Activities

- To print a resource activity, click **[Print]** in the Global Menu bar. A preview window will open and display the first page of the activity. (*Do NOT use your web browser's print button.*)
- Click the printer icon in the preview window. The computer's print settings window will open.
- Print as desired.

Opening the Calculator

If an assignment includes a calculator, the **[More Tools]** button will appear.

- Click **[More Tools]**. The More Tools section will expand and display a Calculator button.
- Click **[Calculator]**. The calculator will open.
- You can move the calculator around the screen. To do so, click the top part (where it says “Calculator”) and drag it.

Context Menu Tools

Context menu tools are those that are available when right-clicking on an assignment passage or item. *(On tablets, these tools are accessed via a **[Menu]** button in the upper left corner, next to **[Navigate]**.)*

Context Tool	Description
Highlighter	Highlight a section of text in a passage or item. <ul style="list-style-type: none">• Select text on the screen, right-click with the mouse, and select [Highlight]. The selected text will become yellow. <i>Note: Text in images cannot be highlighted.</i>
Strikethrough	Cross out answer options for multiple-choice questions. <ul style="list-style-type: none">• Right-click an answer option with the mouse, and select [Strikethrough]. A thick gray line will appear over the answer option.

Highlighting Text

Highlight Text (with a mouse)

- To highlight text that appears in an assignment, select the text to highlight by clicking and dragging the cursor across the appropriate text. Right-click the selected text and click **[Highlight Selection]**.
 - To remove highlights, right-click the text again and click **[Reset Highlighting]**.

Highlight Text (on a tablet)

1. Press on text that you want to highlight (e.g., a reading passage or question). The tablet will add a color background to the selected text.
2. Tap the **[Menu]** button in the upper left corner.
3. Tap **[Highlight Selection]**. The selected text will now be highlighted yellow.

*Note: To remove the highlight, press the text again, then tap the **[Menu]** button and tap **[Reset Highlighting]**.*

Strikethrough Answer Options

Strikethrough Answer Options (with a mouse)

- To strike through answer options in an activity item, right-click the option to cross out and click **[Strikethrough]**. The selected answer option will now have a thick gray line appearing over it.
 - To undo a strikethrough, right-click the option again and click **[Undo Strikethrough]**.


Strike Through Answer Options (on a tablet)

1. Tap on an answer option.
2. Tap the **[Menu]** button in the upper left corner.
3. Tap **[Strikethrough]**. The selected answer option will now have a thick gray line appearing over it.


*Note: To remove the strikethrough, tap the answer option, then tap the **[Menu]** button and tap **[Undo Strikethrough]**.*



Additional Tools

In addition to the above tools, students may also have access to an on-screen calculator that they can use instead of the computer's built-in calculator. Students may also be able to download files, such as videos, graphics, or documents.

Additional Tools	Description
Audio	Some activities may contain audio. A speaker  icon will appear on pages that contain audio.
Files	Educators may add files to an assignment. Students can download the files from the Directions page.
Passage Expansion Tool	Some activities include a passage that is associated with at least one item. These passages can be expanded so that students can focus on the passage. Students can also collapse the expanded passage. For more information, see Passage Expansion Tool on the next page.

Listening to Audio

If an activity includes audio, the speaker  button will appear.

- To listen to the audio, click the speaker  button.
- To end the audio, click the stop  button.

Opening Files

If an assignment includes at least one file provided by the educator, a **[Download]** button will appear on the Assignment Directions page.

- On the Directions for this Assignment page, click **[Download]**. The file will open.

Note: You may save the file to your computer by right-clicking and selecting the desired option(s).
- To return to the assignment, click your web browser's **[Back]** button.

Expanding Passages

Some items will be associated with a passage or other stimulus that appears in the middle of the screen. Students can expand the passage section so that it takes up a larger portion of the screen. This action will cover a portion of the items in the right pane.

Students will see an icon in the upper right corner of the middle pane that shows a plus sign and a blue right arrow.

Figure 56. Stimulus Expansion Tool Button



To expand and collapse the passage:

To expand the passage:

- Click the blue arrow icon. The pane will expand to the right and cover the items.

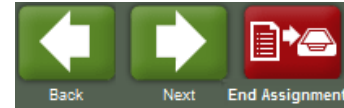
To collapse the passage:

- Click the same button, which is now orange and shows a minus sign and a left arrow. The pane will collapse to its original size, and the items will be visible.

Completing an Assignment

Some assignments may include multiple activities, such as instructions, a practice section, and a quiz. Other assignments may only have instructions or a quiz. Students must follow the instructions on each page to complete the assignment.

Figure 57. Assignment Navigation



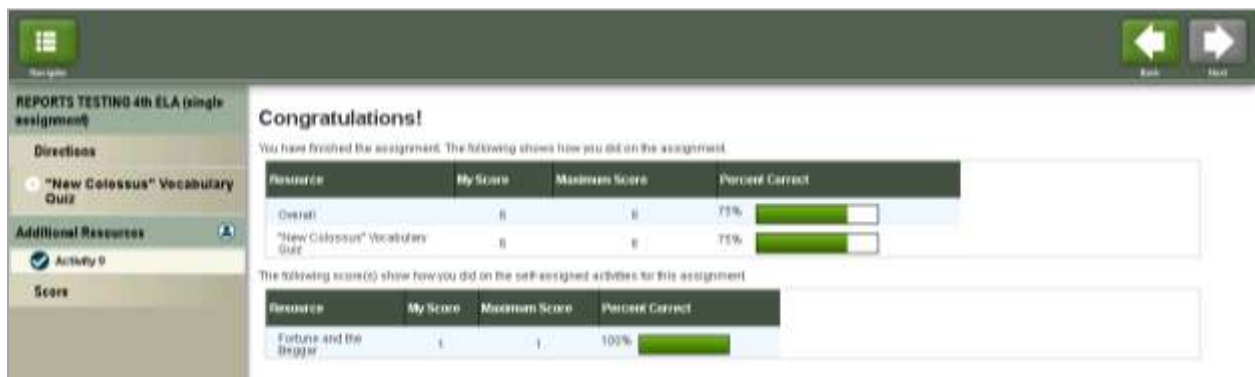
- For assignments that include at least one resource with a quiz section, students must proceed through the entire quiz. When all quiz activities have been completed, an **[End Assignment]** button will appear. Students must click this button to submit the assignment for scoring.
- After the student clicks **[End Assignment]**, a pop-up window will appear asking the student to confirm that he or she wants to submit the assignment for scoring or go back to it and review answers.
 - To review answers, the student can click **[Review]** and return to the quiz. The student has the option to change answers.
 - To submit the assignment, the student must click **[Submit]**. Once the student clicks **[Submit]**, he or she cannot go back to the assignment and change any answers.



If the assignment includes at least one quiz, the quiz score will not be calculated until the student has clicked **[End Assignment]** and **[Submit]** to save (commit) his or her final answers.

After students submit their answers, the screen will show a performance summary for the assignment.

Figure 58. Assignment Performance Summary



A student can view his or her raw score (based on the number of questions answered correctly), the maximum score possible, and the percentage of items answered correctly for each resource in the assignment.

If a student assigned additional resources and completed the extra activities, a separate score section will display on this page.



Students who did not complete the assignment will see their scores *after* the due date has passed. Students will see the total points earned out of the total available points in the assignment. Activities without any response will be scored as zero.

Adding Related Materials to an Assignment

While working on an assignment, students have the option of viewing related resources and adding them to the assignment, even if the assignment was created by an educator. Self-assigned materials added to an assignment created by an educator do not contribute to the assignment's score.

To view and add related resources to an assignment:

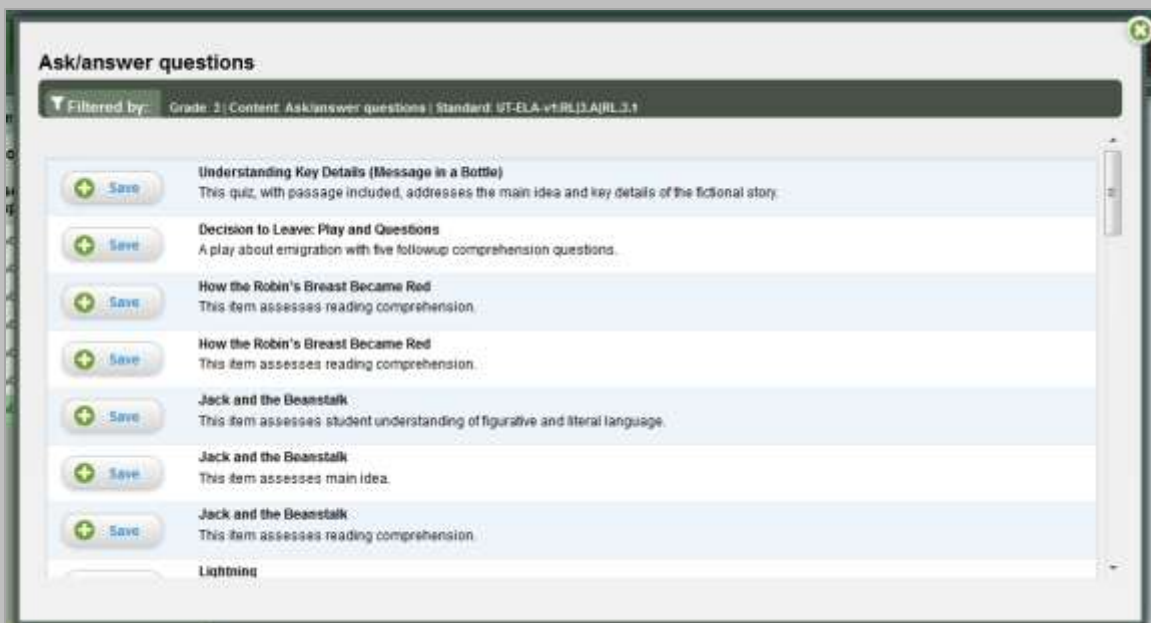
1. To view additional materials related to the assignment, click the [?] button in the upper right corner of the assignment page. The Additional Skills window will pop up.

Figure 59. Additional Skills Window



2. Click the [View] button next to a skill to view the materials related to that skill area. A list of resources will appear in the window.

Figure 60. Additional Skills



3. Click the [Save] button next to a resource in the list to add that material to the assignment.
4. The selected resource will appear in the navigation pane on the assignment page.
5. Students can view the new material and complete any activities associated with it.

Browsing and Self-Assigning Resources

Students can search for resources and create their own assignments. The search panel on the Browse Resources page for students is a simpler version than the one that appears on the Educator's site.



Unlike the educator site, the student site does not allow users to preview resources, mark resources as favorites, read reviews, or submit their own reviews for resources.

Figure 61. Resources Search Panel

- To access the Search for Resources page, click the [**Browse Resources**] tab at the top of the screen.
- To browse through a complete list of resources, click the [**Search**] button without entering a keyword or using the other filter categories.
- To refine the search, students can enter a keyword and select options in the other filter categories in the search panel. Only resources that meet all the search conditions will be displayed in the search results.



Fewer filter categories are available to students. Students can only filter results by keyword, grade and non-grade-band courses, library, and content area.

Adding Resources to a New Assignment

Students can create their own assignments. When a student creates an assignment, it will appear in the student's Active Assignments table.

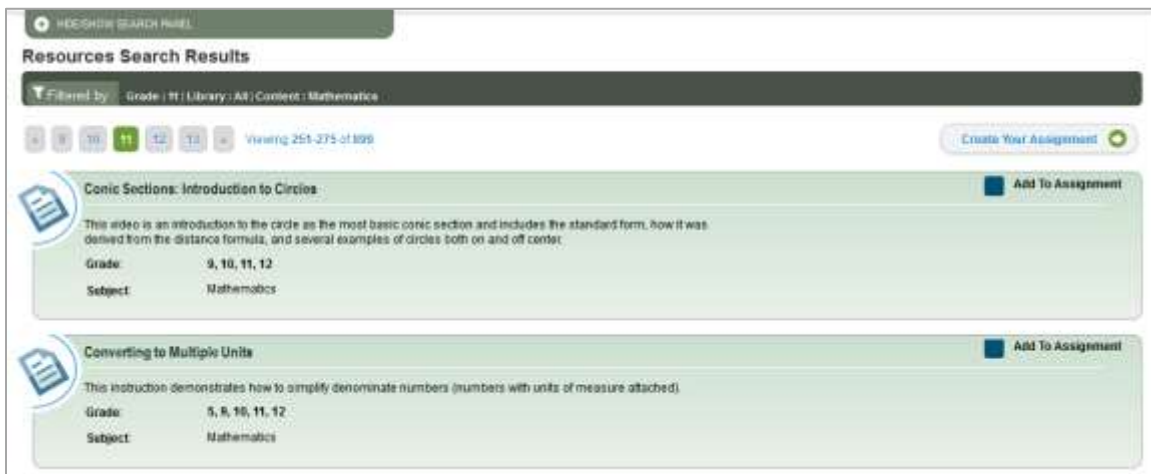
A self-created assignment can be completed just as if it was created by an educator. When the student completes the assignment, the assignment will no longer appear in the Active Assignments table. The assignment will appear in the Recently Completed Assignments section. Each student can view scores for self-created assignments.



Notes:

- Students cannot edit the start and due dates for self-created assignments. These assignments will automatically be due 14 days from the date they are created.
- If the assignment is not completed within 14 days of its creation, it will be sent to the Recently Completed Assignments table automatically.

Figure 62. Student Resources Search Panel



Creating a New Assignment

1. Click the checkbox next to “Add to Assignment” in the upper right corner of a resource box. Multiple resources can be selected.
2. Click the [Create Your Assignment] button. This will open a new window.

Figure 63. Assign to Yourself Screen

3. Enter an assignment name into the text field and click [Submit] to create the assignment. The assignment will then appear on the My Assignments page in the “Active Assignments” table.

Appendix A: SAGE Formative System Requirements

SAGE Formative, as with other applications provided by AIR, functions best when used with supported operating systems and browsers.

For complete information about supported operating systems, web browsers, and tablets, refer to the *System Requirements* document on the [SAGE Portal](http://ut.portal.airast.org/) (<http://ut.portal.airast.org/>).

Operating Systems

SAGE Formative supports the following operating systems and devices:

Supported Operating System	Supported Devices
Windows XP (Service Pack 3), Vista, 7, 8.0	Desktops and Laptops
Mac OS X 10.5, 10.6, 10.7, 10.8	
Linux Fedora Core 6+ (K12LTSP 4.2+) Ubuntu 9–12	
iOS 6.0–6.1	10" class iPad tablets: <ul style="list-style-type: none">iPad 2, 3, and Retina Display (fourth generation)
Android 4.0–4.2	10" class Android Tablets: <ul style="list-style-type: none">Google Nexus 10, Motorola Xoom, Motorola Xyboard, Samsung Note 10.1, Samsung Tab 2 (10.1)
Google ChromeOS 18+	Chromebooks
Windows 8.0 Pro, 8.0 RT	Microsoft Surface tablet

Supported Web Browsers

The following browsers are supported: Google Chrome 18+, Internet Explorer 10, Mozilla Firefox 3.6+, and Safari 4+.



SAGE Formative does not support Internet Explorer 6, 7, 8, or 9.

If you are using an older Windows computer (e.g., Windows XP), we recommend using Firefox.

Downloadable File Requirements

Some lesson plans for educators contain links to documents that can be downloaded. These document files are in PDF or rich-text format type (RTF). Adobe Acrobat Reader will be needed to view PDF files. A word processing program, such as Microsoft Word, will be needed to view the RTF files.

Audio Requirements

Many of the learning resources available in SAGE Formative include an audio feature. Computers that will be using SAGE Formative should have a default audio player installed. This audio software needs to be able to play .mp3 files; thus, possible audio software includes Apple QuickTime, RealPlayer, or Windows Media Player.

Enabling Web Fonts in Internet Explorer 10

If you are using Internet Explorer 10 to access SAGE Formative, you will need to enable web fonts in order for some item types to display properly.

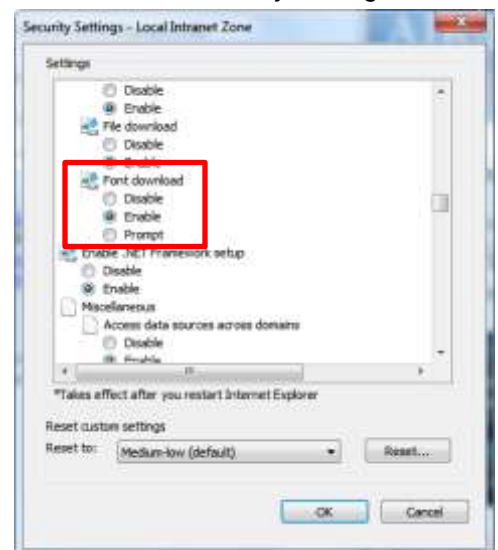
1. Open the **[Tools]** menu in Internet Explorer and click **[Internet Options]**. The Internet Options window will open.
2. Click the **[Security]** tab.
3. Click the **[Custom Level]** button. The Security Settings window will open.

Internet Options Window



4. Scroll to "Font Download" in the Settings list and click the **[Enable]** radio button.
5. Click **[OK]**. The Security Settings Window will close.
6. Click **[OK]**. The Internet Options window will close.

Security Settings Window



Appendix B: Quick Guide to Creating Assignments

SAGE Formative allows authorized school-level users who are associated with rosters to create and manage assignments for students. In SAGE Formative, school-level users are called “educators.”

Selecting Resources

1. **Navigate to the Browse Resources page.**
 - Click the **[Search]** button to display all resources **OR**
 - Narrow search parameters by selecting one or more grade levels, a content area, or material type(s).
 - Once you have selected filters, click **[Search]**. The resources listed in the search results will update based on the selected parameters.

SAGE Formative Browse Resources Page



Creating Assignments

2. On the **Browse Resources** page, click the **[Assign to Students]** button for any resource displayed in the search results. The **Add to Assignment** page will load. You have the option of adding the resource to an existing assignment or creating a new assignment (default).
 - To create a new assignment, verify the “Select Assignment” drop-down menu is set to “Create a New Assignment” and move on to step 3.
 - To add the resource to an existing assignment, click the drop-down button for “Select Assignment” and select the assignment. If you have no changes to make, skip to Step 8.

Add to Assignment Page



3. Enter a title, start date, and due date for the assignment in the appropriate fields.
4. Click the **[Manage Students]** button. The Currently Assigned Students window will open.
5. In the “Roster” drop-down list, select a roster.
6. Click either the checkbox for “All Students in this Roster” **OR** the checkboxes for individual students.
7. When you are done, click **[Back]**.

Add Students to Assignment Window



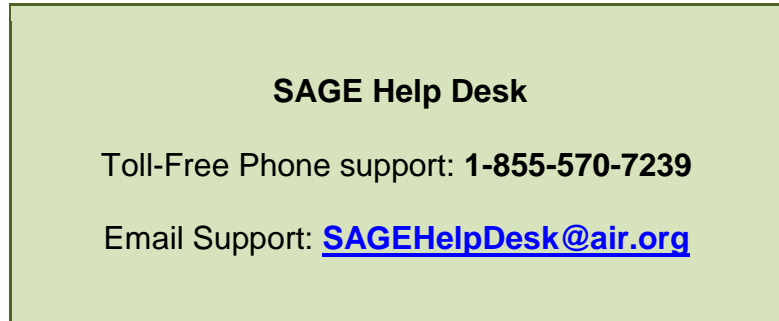
8. Click **[Save]**. The assignment is now saved, and students can access it after the assigned start date.



User Support

The SAGE Help Desk will be open during the following hours:

- Regular Hours: Monday–Friday from **8:00 a.m. to 5:00 p.m. MT** (except holidays)
- Summative Testing Window: Monday–Friday from **7:00 a.m. to 7:00 p.m. MT** (except holidays)



Emails to the Help Desk will be automatically logged and answered within one working day (typically sooner). Urgent requests will be given priority.

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered. These details may include the following:

- any error messages that appeared
- operating system and browser information
- information about your network configuration
- the steps that you took before the issue occurred